

# 1998

## *Summer Semester Schedule*



PHOTO: DR. JIM KENNY, SHELTON STATE COURIER

## **Shelton State Community College**

**Registration Hotline: (205) 391-2293**

*New Time • New World • New Shelton*



## HOW TO REGISTER SUMMER 1998

There will be several opportunities to register for classes for the Summer Semester.

### 1. TELEPHONE REGISTRATION CALL - (205) 758-8089

**Note:** There will only be five telephone lines available. It may be difficult to phone in on the first day. Advising **will not** be available during your phone call. The operator will require your social security number, and the following information concerning the class or classes you wish to take: department symbol, course number, section number, (ENG 101 - 01, for example).

#### Dates and times for telephone registration

April 27	12 p.m. - 6 p.m.
April 28	3 p.m. - 6 p.m.
April 29	3 p.m. - 6 p.m.
April 30	3 p.m. - 6 p.m.

Telephone registration is for current, former, transient and transfer students. To register by telephone, transient and transfer students must have an application for admission on file by **April 23rd**. A transient student is one who attends another college or university and is simply taking courses at Shelton State. A transfer student is one who has attended another college or university in the past but is now transferring credits to Shelton State Community College.

**TRANSIENT STUDENTS ARE NOT ELIGIBLE FOR FINANCIAL AID!!**

**AFTER YOU REGISTER, YOU MAY PAY ON ANY BUSINESS DAY BETWEEN 8 A.M. AND 4 P.M.**

**FOR STUDENTS WHO REGISTER BY PHONE, TUITION MUST BE PAID BY 4 P.M. ON May 1!!!**

Tuition may be paid by cash, check, VISA or MasterCard. **THERE ARE NO DEFERMENTS. SCHEDULES OF STUDENTS NOT PAYING THEIR TUITION BY MAY 1 WILL BE REMOVED FROM THE COMPUTER.**

**FIRST DAY OF CLASS IS MAY 28!!**

#### Steps for Telephone Registration

1. Transfer and transient students who have never attended Shelton State Community College must submit an application for admission by **April 23rd**. Applications are available in the Admissions Office on the Martin campus and the Fredd Campus.
2. Current and returning students need not submit an application for admission if they have attended classes at Shelton during any semester since 1989. Otherwise, they should update an application by **April 23rd**.
3. Students should determine courses(s) they need to take by consulting the curriculum in the catalog and the time preferred to take the courses(s) by consulting the Summer 1998 Shelton State Course Schedule Guide.
4. Once the courses(s) the student want to take and the time they want to take them have been determined, they should call (205) 758-8089 during the dates and times listed above and give the operator their Social Security Number and the course(s) they want to take. If a course happens to be closed or canceled, the operator will provide alternative selections if possible.
5. Students who want to make a schedule change after they have registered by telephone, may do so within the times listed for telephone registration.
6. Once students have registered by telephone, he/she may pay tuition on any business day between 8 a.m. and 4 p.m. on or before **May 1, 1998**, in the Business Office on the Martin campus in the Atrium. Students who want to pay by Visa or MasterCard, may call (205) 391-2335 between 8 a.m. and 4 p.m. before **May 1, 1998**. If the students are receiving financial aid or on a scholarship, they must report to the Financial Aid Office to clear their account before reporting to the Cashier's office.
7. Classes begin **May 28, 1998**. Students may pick up a parking decal in the Atrium on the main campus during the first week of class.

### 2. EXTENDED REGISTRATION

Students who know what they want to take and who are prepared to pay that day, may register for the Summer Semester in the Admissions Office between 9 a.m. and 4 p.m. on May 7, 8, 11, 12, 13, 14, 15, 18, 19, 20, 21 and 22.

### 3. REGISTRATION

**REGISTRATION WILL BEGIN AT THE WEST ENTRANCE TO THE MARTIN CAMPUS**

**NOTE: TIME ASSIGNMENT CARDS WILL BE ISSUED BEGINNING AT 7:30 A.M. ON EACH DAY OF REGISTRATION AT THE WEST ENTRANCE TO THE BUILDING**

#### SUMMER SEMESTER REGISTRATION

**May 26 - 11a.m. - 6 p.m.**

All current and returning students should obtain a free student copy of their transcripts in the Admissions and Records Office in the Atrium of the Martin Campus prior to registration. Students registering on May 26 should bring a student copy of their transcripts with them for advising purposes. Transfer and transient students should also bring student copies of all previous college work to registration for advising purposes.

Students who plan to take a math or English class must provide documentation of completion of the prerequisite class, appropriate ASSET score or ACT score.

**CLASSES BEGIN MAY 28.**

**YOU MUST ATTEND THE FIRST DAY OF CLASS TO DETERMINE IF YOU ARE IN THE CORRECT CLASS AND TO MAKE SURE THE CLASS IS NOT CANCELED**

**Payment must be made at the time of registration.**

All students who are planning to attend Shelton State Community College during the Summer Semester must have an application on file by **May 21, 1998**. After this date, students should plan on bringing their applications with them when they register.

Tuition may be paid by cash, check, VISA or MasterCard. **THERE ARE NO DEFERMENTS. SCHEDULES OF STUDENTS NOT PAYING THEIR TUITION ON MAY 26 WILL BE REMOVED FROM THE COMPUTER.**

Registration will be held on the Martin campus of Shelton State Community College, 9500 Old Greensboro Road. Registration will begin at the west entrance.

### 4. DROP/ADD AND LATE REGISTRATION ATRIUM - MARTIN CAMPUS

May 27	10 a.m. - 1 p.m. (No classes meet on this day)
May 28	11 a.m. - 1 p.m. 4:30 p.m. - 6 p.m.
May 29	11 a.m. - 1 p.m.
June 1	11 a.m. - 1 p.m. 4:30 p.m. - 6 p.m.

**PLEASE REPORT TO DROP/ADD AT THE ABOVE TIMES IF YOUR CLASS IS CANCELED.**

After June 1, you may drop classes but you may not add; this includes changing the time of the same class, changing from audit to credit or credit to audit. **There will be no registration for full-term classes after June 1st.**

**There will be a \$10.00 late fee charged for persons registering during late registration.**



## 5. FIRST SPLIT-TERM REGISTRATION

### Registration

May 26 11 a.m. - 6 p.m. CLASSES BEGIN MAY 28.

### Drop/Add and Late Registration

May 27 10 a.m. - 1 p.m. (No classes)

May 28 11 a.m. - 1 p.m.

4:30 p.m. - 6 p.m.

May 29 11 p.m. - 1 p.m.

## 6. SECOND SPLIT-TERM REGISTRATION

**Registration** July 2 9 a.m. - 3 p.m.

July 2 is the official registration day; however, registration may be completed any business day, 8 a.m. to 5 p.m., between June 2 and July 6. Payment must be made at the time of registration.

**Drop/Add and Late Registration** July 6 10 - 1 p.m. / July 7 10 - 1 p.m.

JULY 6 IS THE FIRST DAY OF CLASS.

TUITION MUST BE PAID AT THE TIME OF REGISTRATION.

## 7. INSTRUCTIONS FOR BEGINNING FRESHMEN

All beginning freshmen students must take the ASSET Placement Test before they may register.

All freshmen taking the ASSET Placement Test on or before the April 28, 1998 test date will be issued a time assignment card and will be able to register on May 6, 1998. Students with an ACT exemption (see placement policy below) should obtain an time assignment card from the ASSET Coordinator on or before May 6, 1998.

Freshmen Registration May 6, 1998 1 - 4 p.m.

**PAYMENT IS DUE AT THE TIME OF REGISTRATION!!**

**THIS TIME IS ONLY FOR FIRST-TIME FRESHMEN WHO HAVE TAKEN THE ASSET TEST OR PRESENTED THEIR ACT SCORES TO THE ASSET COORDINATION**

**You must have a time assignment card to enter Freshman Registration!!**

ALL FRESHMEN TAKING THE ASSET TEST AFTER APRIL 28, 1998, WILL REGISTER DURING REGULAR REGISTRATION ON MAY 26, 1998.

# Admission to Shelton State Community College

Shelton State Community College is an open admission college. All students who have earned a high school diploma or GED are eligible for admission. In addition to an application for admission, students are required to supply the college with an official copy of their high school transcript or GED Certificate. Students with college work must submit an official copy of their transcript(s) from each college they have attended. Transient students (visiting students), must submit a letter of good standing from their home institution stating the courses they will be allowed to take. A letter of good standing must be submitted to the college for each term in attendance at Shelton State.

Students may be conditionally admitted for one semester without the above information. However, students will not be allowed to register for math or English courses without documentation of prerequisites or the appropriate ASSET score. Please be prepared to provide this documentation at the time of registration.

## Admission of International Students

INTERNATIONAL STUDENTS MUST HAVE A COMPLETE FILE BY MAY 1, 1998 IN ORDER TO ATTEND SHELTON STATE COMMUNITY COLLEGE FOR THE 1998 SUMMER SEMESTER. A COMPLETE FILE CONSISTS OF: 1) AN APPLICATION FOR ADMISSION, 2) A DOCUMENTED TOFELSCORE OF 500, 3) FINANCIAL SUPPORT DOCUMENTATION, 4) TRANSLATED COLLEGE OR HIGH SCHOOL TRANSCRIPT, AND 5) PROOF OF MEDICAL INSURANCE.

## ASSET TEST DATES

Thursday April 16 5:30 p.m.  
Tuesday April 28 9:00 a.m.  
Tuesday May 19 9:00 a.m.  
Thursday May 21 5:30 p.m.  
Tuesday May 26 9:00 a.m.  
Wednesday May 27 1:00 p.m.  
Thursday May 28 5:30 p.m.  
Monday June 1 1:00 p.m.

## SUMMER 1998 SEMESTER REFUND SCHEDULE AND POLICY

**DROPPING CLASSES** Students who drop a course (or courses) and have other courses remaining within the same term on their schedule may receive 100% refund if the course is dropped during the drop/add period. AFTER THE DROP/ADD PERIOD, NO REFUNDS WILL BE GIVEN TO STUDENTS WHO DROP A COURSE (OR COURSES) AND HAVE OTHER COURSES REMAINING FOR THE SAME TERM ON THEIR SCHEDULE AND THUS, REFUNDS WILL BE ISSUED FOR COMPLETE WITHDRAWAL ONLY!!

THE DROP/ADD PERIOD FOR FULL TERM IS MAY 27-JUNE 1, 1998.

THE DROP/ADD PERIOD FOR FIRST SPLIT TERM IS MAY 27-MAY 29, 1998.

THE DROP/ADD PERIOD FOR SECOND SPLIT TERM IS JULY 6-JULY 7, 1998.

## WITHDRAWAL FROM SCHOOL

In order to receive 100% refund for complete withdrawal from school, students must withdraw BEFORE THE FIRST SCHEDULED DAY LISTED ON THE COLLEGE CALENDAR FOR THAT TERM!! The refund schedule for complete withdrawal is as follows:

### FULL TERM (Starts May 28, 1998--Ends Aug. 5, 1998)

On or Before May 27, 1998	100%
May 28 - June 3, 1998	75%
June 4 - June 10, 1998	50%
June 11 - June 17, 1998	25%
After June 17, 1998	NO REFUND

### FIRST SPLIT TERM (Starts May 28, 1998--Ends July 1, 1998)

On or Before May 27, 1998	100%
May 28 - June 1, 1998	75%
June 2 - June 4, 1998	50%
June 5 - June 9, 1998	25%
After June 9, 1998	NO REFUND

### SECOND SPLIT TERM (Starts July 6, 1998--Ends Aug. 6, 1998)

On or Before July 2, 1998	100%
July 6 - July 8, 1998	75%
July 9 - July 13, 1998	50%
July 14 - July 16, 1998	25%
After July 16, 1998	NO REFUND

**\*\*NOTE: SHELTON STATE DOES NOT GIVE CASH REFUNDS.** Refund checks are mailed from the Business Office. Students requesting refunds for complete withdrawals on or after the first scheduled day listed on the college calendar for that term will be charged a 5% administrative fee. In order for refunds to be processed, students must go through the Admissions Office to complete a drop slip. Students must then take the drop slip to the Cashier's Office and complete a refund request. There is a one dollar (\$1.00) charge for dropping a class (or classes) unless the class is cancelled or the student withdraws from school. This fee must be paid at the time the refund is requested.

## PLACEMENT TEST POLICY

All first-time college students registering for more than three hours of credit or registering for courses requiring competencies must take the ACT ASSET Placement Test prior to registration. Placement test exemptions are given for students who have completed college level math or English courses, or students who have equivalent ACT scores.

Students scoring 20 or higher on the English portion of the ACT are not required to take the writing skills or reading skills portion of the ASSET Placement Test and automatically qualify for English 101. Students scoring 20 or higher on the math portion of the ACT are exempt from the numerical skills portion of the placement test and automatically qualify for Math 109. If a student wishes a higher math placement, he/she must take the appropriate portion of the ASSET Placement Test. The student should consult a counselor to determine the proper math test he/she should take.

It is the student's responsibility to have ACT scores on file with the ASSET coordinator and to receive a clearance slip to be admitted to classes prior to registration. The ASSET coordinator is located in the Counseling Center.

### SHELTON STATE COMMUNITY COLLEGE RESIDENT TUITION FOR FALL, SPRING, AND SUMMER SEMESTERS 1997-1998

CREDIT HOURS	TUITION	MAINTENANCE FEE	INSTRUCTIONAL FEE	TOTAL
1	\$72.00	\$1.50	\$6.00	\$79.50
2	\$144.00	\$3.00	\$12.00	\$159.00
3	\$216.00	\$4.50	\$18.00	\$238.50
4	\$288.00	\$6.00	\$24.00	\$318.00
5	\$360.00	\$7.50	\$30.00	\$397.50
6	\$432.00	\$9.00	\$36.00	\$477.00
7	\$504.00	\$10.50	\$42.00	\$556.50
8	\$576.00	\$12.00	\$48.00	\$636.00
9	\$648.00	\$13.50	\$54.00	\$715.50
10	\$720.00	\$15.00	\$60.00	\$795.00
11	\$792.00	\$16.50	\$66.00	\$874.50
12	\$864.00	\$18.00	\$72.00	\$954.00
13	\$936.00	\$19.50	\$78.00	\$1,033.50
14	\$1,008.00	\$21.00	\$84.00	\$1,113.00
15	\$1,080.00	\$22.50	\$90.00	\$1,192.50

21 or more hours REQUIRES a Dean's approval!!!

### SHELTON STATE COMMUNITY COLLEGE NON-RESIDENT TUITION FOR FALL, SPRING, AND SUMMER SEMESTERS 1997-1998

CREDIT HOURS	TUITION	MAINTENANCE FEE	INSTRUCTIONAL FEE	TOTAL
1	\$36.00	\$1.50	\$6.00	\$43.50
2	\$72.00	\$3.00	\$12.00	\$87.00
3	\$108.00	\$4.50	\$18.00	\$130.50
4	\$144.00	\$6.00	\$24.00	\$174.00
5	\$180.00	\$7.50	\$30.00	\$217.50
6	\$216.00	\$9.00	\$36.00	\$261.00
7	\$252.00	\$10.50	\$42.00	\$304.50
8	\$288.00	\$12.00	\$48.00	\$348.00
9	\$324.00	\$13.50	\$54.00	\$391.50
10	\$360.00	\$15.00	\$60.00	\$435.00
11	\$396.00	\$16.50	\$66.00	\$478.50
12	\$432.00	\$18.00	\$72.00	\$522.00
13	\$468.00	\$19.50	\$78.00	\$565.50
14	\$504.00	\$21.00	\$84.00	\$609.00
15	\$540.00	\$22.50	\$90.00	\$652.50

21 or more hours REQUIRES a Dean's approval!!!



NOTES...

**TRANSFER OF COURSES:** College advisors are assigned to help you complete your schedule. However, it is your responsibility to make sure you have satisfied all course prerequisites and to determine whether a course will be accepted at another institution.

**PREREQUISITES:** Before you enroll in a course, you must satisfy all prerequisites (including ASSET scores) of that course. If you enroll in a course for which you have not fulfilled all prerequisites, you may not receive credit for that course.

**CLASS CANCELLATIONS:** Shelton State reserves the right to cancel any class. Should a cancellation occur, you must see a counselor or your advisor for necessary schedule adjustments.

**ASSIGNMENT OF INSTRUCTORS:** The assignment of instructors to classes listed in this schedule is tentative. The college reserves the right to change the instructor assigned to any class offered.

*\*Although the publisher of the schedule has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors, or errors occasioned by honest mistakes. ALL INFORMATION IN THIS SCHEDULE IS SUBJECT TO CHANGE BY SHELTON STATE WITHOUT PRIOR NOTICE.*

*\*It is the official policy of the Alabama Department of Postsecondary Education, including all Postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of or shall be subjected to discrimination under any program, activity or employment.*

FINAL EXAM SCHEDULE

CALENDER OF EVENTS

<div> First Split Term Second Split Term </div>	<div> July 2 August 7 </div>	<div> FULL TERM </div>
<div> <b>SPLIT TERM</b>  If your class starts at:  Between 8 &amp; 8:30a.m.  10:15a.m.  12:30p.m.  2:30p.m.   <b>Evening Classes</b>  Between 5 &amp; 5:30p.m.  7:40p.m. </div>	<div> <b>Your exam is scheduled for:</b>  8-10a.m.  10:15-12:15p.m.  12:30-2:30p.m.  2:45-4:45p.m.   5:30-7:30p.m.  7:40-9:40p.m. </div>	<div> Registration.....May 26  First Day of Class.....May 28  Drop/Add.....May 27, 28, 29, &amp; June 1  Last Day to Drop/Add and Late Registration .....June 2  Last Day to Drop without Penalty.....June 24  Independence Day Observed.....July 3  Last Day of Class.....Aug 5  Finals.....Aug 6,7,8 </div>
<div> <b>FULL TERM</b>  <b>Tuesday/Thursday</b>  8a.m.  10:15a.m.  12:30p.m.  2:30p.m.   <b>Evening</b>  Between 5 &amp; 5:30p.m.  7:40p.m. </div>	<div> <b>Thursday August 6</b>  8-10a.m.  10:15-12:15p.m.  12:30-2:30p.m.  2:45-4:45p.m. </div>	<div> <b>FIRST SPLIT TERM</b>  Registration.....May 26  Drop/Add.....May 27, 28, 29  First Day of Class.....May 28  Last Day to Register.....June 1  Last Day to Drop without Penalty.....June 10  Last Day of Class.....July 1  Finals.....July 2 </div>
<div> <b>Monday/Wednesday/Friday</b>  Between 8 &amp; 8:30a.m.  10:15a.m.  12:30p.m.  2:30p.m.   <b>Evening Classes Monday/Wednesday</b>  5:30p.m.  7:40p.m. </div>	<div> <b>Friday August 7</b>  8-10a.m.  10:15-12:15p.m.  12:30-2:30p.m.  2:45-4:45p.m. </div>	<div> <b>SECOND SPLIT TERM</b>  Registration.....July 2  Drop/Add.....July 6, 7  First Day of Class.....July 7  Last Day to Register.....July 7  Last Day to Drop without Penalty.....July 17  Last Day of Class.....Aug 6  Finals.....Aug 7 </div>
<div> <b>One Day Only Classes</b>  Friday Between 8 &amp; 2:30p.m.   <b>Evening</b>  Monday   Tuesday   Wednesday   Thursday </div>	<div> <b>August 8</b>  8-10a.m.  10:30-12:30p.m.   <b>Saturday August 8</b>  8-10a.m.   <b>Friday August 7</b>  5:30-7:30p.m.  7:40-9:40p.m.   <b>Saturday August 8</b>  10:15-12:15p.m.  12:30-2:30p.m. </div>	<div> <b>KEY</b>  Fredd - Fredd Campus  UA - University of Alabama  VA - Veterans Administration  Conf - Conference Room  DTW - Diesel, Truck Driving, Welding Bldg.  West - West Wing of the Martin Campus  East - East Wing of the Martin Campus  MWF - Monday, Wednesday, Friday  MW - Monday, Wednesday  TR - Tuesday, Thursday  M - Monday Only  T - Tuesday Only  W - Wednesday Only  R - Thursday Only  F - Friday Only  M-R Monday thru Thursday  M-F Monday thru Friday </div>



# ARE YOU INTERESTED IN A CAREER IN NURSING?

## Practical Nursing Program

The application deadline for Shelton's Practical Nursing program is May 15. The PAX-PN Exam dates are June 5 and 6. The cost of the exam is \$25 and must be paid prior to the exam. Call (205) 391-2445 for more information.

## Registered Nursing Program

The application deadline for the two-year track of the Registered Nursing program at Shelton is April 15. The PAX-RN Exam dates are June 5 and 6. The cost of the exam is \$25 and must be paid prior to the exam. Call (205) 391-2271 for more information.

## Nursing Assistant/Home Health Aide Program

The application deadline for Summer Semester is May 15. Deadline for Fall Semester application is August 14. Call (205) 391-2445 for more information.

## COMING FALL 1998

### BIOLOGY FOR NON MAJORS

For more information, check the Fall Schedule of Classes or call (205) 391-2345.

## SHELTON'S NEW CAMPUS NOW NAMED THE MARTIN CAMPUS

Dr. and Mrs. Harold Martin are two people who have dedicated their lives to improving education in Alabama. On October 23, 1997 the Alabama State Board of Education dedicated the Shelton State Campus to the couple in recognition of their contributions to education. Dr. Martin served on the Alabama State Board of Education for 22 years and was presiding officer throughout his tenure. Dr. Martin was first appointed to the State Board of Education by Governor George Wallace in 1963 and went on to be elected for three additional terms. While on the Board, Martin helped establish a fully-funded kindergarten program, testing programs for entry-level teachers, a basic curriculum for the public schools, and the founding of junior and technical colleges in the state.

Dr. Martin is an ordained Methodist minister and has served as senior pastor for some of the largest churches in the state. Currently, Dr. Martin is executive director of 150 homes for retired ministers and widows sponsored by the Methodist Church.



DR. AND MRS. HAROLD MARTIN JOIN PRESIDENT UMPHREY  
AT THE COLLEGE'S GRAND OPENING.

# 1998 SUMMER SCHEDULE OF CLASSES

COURSE NUMBER	SEC	TITLE	DAY	TIME	CNS	CAMPUS	ROOM	INSTRUCTOR
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## ADULT BASIC EDUCATION

ABE 098	01	GED Preparation	M-F	8:00am-12:00n	0	Martin	171E West Stanley	
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## AIR CONDITIONING & REPRIGERATION

ACR 141	01	School-based Apprenticeship I	TBA	TBA	4	Martin	131 West Logan	
ACR 142	01	School-based Apprenticeship II	TBA	TBA	4	Martin	131 West Logan	
ACR-191	50	pecial Projects in HVAC	M	6:00pm-8:50pm	2	Martin	131 West Logan	

## ART

ART 113	01	Drawing I	MWF	8:30am-11:00am	3	Martin	161B East Staff	
ART 114	01	Drawing II	MWF	8:30am-11:00am	3	Martin	161B East Staff	
ART 173	01	Photography I	TR	8:00am-12:00n	3	Martin	125 East Albritton M	
ART 173	02	Photography I	TR	12:30pm-4:30pm	3	Martin	125 East Albritton M	
ART 174	01	Photography II	TR	8:00am-12:00n	3	Martin	125 East Albritton M	
ART 174	02	Photography II	TR	12:30pm-4:30pm	3	Martin	125 East Albritton M	
ART 233	01	Painting I	MW	12:30pm-4:30pm	3	Martin	161C East Staff	
ART 234	01	Painting II	MW	12:30pm-4:30pm	3	Martin	161C East Staff	
ART 286	01	Art for Teachers	TR	8:00am-10:30am	3	Martin	161C East Staff	

## ASTRONOMY

AST 101	01	Introduction to Astronomy	MW	3:00pm-5:00pm	3	Martin	253 West Albritton	
AST-101	50	Introduction to Astronomy	MW	5:30pm-7:30pm	3	Martin	253 West Albritton	
AST-102	50	Introduction to Astronomy Lab	M	8:00pm-10:00pm	1	Martin	253 West Albritton	
AST-102	51	Introduction to Astronomy Lab	W	8:00pm-10:00pm	1	Martin	253 West Albritton	

## AUTO BODY REPAIR

ABR 111	01	Auto Body Fundamentals *only receives 2.5 credit hrs for financial aid purposes	MW	8:00am-10:00am	3	Fredd	302	Staff
ABR 112	01	Non-Structural Anlys.& Damage Reair I *only receives 3.5 credit hrs for financial aid purposes	T	8:00am-3:30pm	4	Fredd	302	Staff
ABR 190	01	Special Projects	MW	8:00am-11:00am	3	Fredd	302	Staff
ABR 213	01	Structural Analysis & Damage Repair II *only receives 3.5 credit hrs for financial aid purposes	T	8:00am-3:30pm	4	Fredd	302	Staff
ABR 214	01	Mechanical & Electric Components II *only receives 5.5 credit hrs for financial aid purposes	MW	8:00am-3:30pm	6	Fredd	302	Staff

## AUTOMOTIVE TECHNOLOGY

AUM 100	01	Introduction to Automotive Technology	M-F	8:00am-9:00am	3	Fredd	301	Handley
AUM 116	01	Manual Drive Trains & Axles *only receives 5 credit hrs for financial aid purposes	MTF	8-3 MT/8-11 F	6	Fredd	301	Handley
AUM 126	01	Automatic Transmissions & Transaxles	WRF	8-3 WR/11-2 F	6	Fredd	301	Handley
AUM 133	01	Heating and Air Conditioning Systems	TW	6:00pm-8:00pm	3	Fredd	114	Staff

## BARBERING

BAR 122	01	Applied Chemistry T=12pm-4pm, W=8am-12pm	TW		4	Martin	126A West Love	
BAR 132	01	Salon Management R=8am-4pm, F=8am-12pm	RF		4	Martin	126 West Love	
BAR 140	01	Practicum I *receives 5 credit hrs for financial aid purposes	W	TBA	1	Martin	West Staff	
BAR 141	01	Practicum II *receives 5 credit hrs for financial aid purposes	R	TBA	1	Martin	294 West Staff	
BAR 142	01	Practicum III *receives 5 credit hrs for financial aid purposes	F	TBA	1	Martin	294 West Staff	
BAR 190	01	Special Projects M=8am-4pm, T=8am-12pm	MT		3	Martin	Love	
BAR 191	01	Special Problems in Barbering M=8am-4pm, T=8am-12pm	MT		3	Martin	Staff	

**PREREQUISITES:** Before you enroll in a course, you must satisfy all prerequisites (including ASSET scores) for that course. If you enroll in a course where you have not fulfilled all prerequisites, you may not receive credit for that course.



COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS ROOM	INSTRUCTOR
<b>BIOLOGY</b>					
BIO 114 01	Principles of Biology I lab M 12-3pm Rm 275C	MWF	8:30am-9:45am	4 Martin 275C West Haynes	
BIO 114 02	Principles of Biology I lab R 1-4pm Rm 275C	TR	8:00am-10:00am	4 Martin 275C West Cooper	
BIO 114 03	Principles of Biology I lab W 12-3pm Rm 275C	MWF	10:15am-11:30am	4 Martin 275C West Haynes	
BIO 114 04	Principles of Biology I lab M 12-3pm Rm 275A	MWF	10:15am-11:30am	4 Martin 275A West Anderson	
BIO 114 05	Principles of Biology I lab T 12:30-3:30pm Rm 275C	TR	10:15am-12:15pm	4 Martin 275A West Anderson	
BIO 201 01	Human Anatomy & Phy I lab M 10-1pm Rm 257D	MWF	8:30am-9:45am	4 Martin 257D West Brenizer	
BIO 201 02	Human Anatomy & Phy I lab R 12:30-3:30pm Rm 257D	TR	8:00am-10:00am	4 Martin 257D West Aaron	
BIO 201 03	Human Anatomy & Phy I lab T 12:30-3:30pm Rm 257D	TR	10:15am-12:15pm	4 Martin 257D West Brenizer	
BIO 202 01	Human Anatomy & Phy II lab M 10-1pm Rm 257	MWF	8:30am-9:45am	4 Martin 257 West Cooper	
BIO 202 02	Human Anatomy & Phy II lab T 12:30-3:30pm Rm 257	TR	10:15am-12:15pm	4 Martin 257 West Cooper	
BIO 223 01	Microbiology And Man lab M & W 12:30-2pm Rm 277B	MW	10:15am-12:15pm	4 Martin 277B West Blethen	
BIO 223 02	Microbiology And Man lab T & R 8:30-10am Rm 277B	TR	10:15am-12:15pm	4 Martin 277B West Blethen	

**EVENING**

BIO-114 50	Principles of Biology I lab M 7:30-10:30pm Rm 275C	MW	5:30pm-7:30pm	4 Martin 275C West Staff	
BIO-116 50	Principles of Biology II lab M 7:30-10:30pm Rm 277	MW	5:30pm-7:30pm	4 Martin 277 West Haynes	
BIO-130 50	Medical Terminology	T	5:30pm-9:30pm	3 Martin 272 West Blethen	
BIO-201 50	Human Anatomy & Phy I lab M 7:30-10:30pm Rm 257D	MW	5:30pm-7:30pm	4 Martin 257D West Brenizer	
BIO-202 50	Human Anatomy & Phy II lab M 7:30-10:30pm Rm 257	MW	5:30pm-7:30pm	4 Martin 257 West Anderson	
BIO-223 50	Microbiology And Man lab M & W 7:30-9pm Rm 277B	MW	5:30pm-7:30pm	4 Martin 277B West Blethen	

**BUSINESS**

BUS 100 01	Introduction to Business	TR	8:00am-10:00am	3 Martin 234 West Austin	
BUS 210 01	Introduction To Accounting	TR	9:30am-12:00n	4 Martin 243 West Sellers	
BUS 210 02	Introduction To Accounting	MWF	10:15am-11:50am	4 Martin 243 West Sellers	
BUS 210 03	Introduction To Accounting	TR	12:30pm-3:00pm	4 Martin 243 West Sellers	

**EVENING**

BUS-210 50	Introduction To Accounting	TR	5:30pm-8:00pm	4 Martin 243 West Staff	
BUS-271 50	Business Statistics I	TR	5:30pm-7:30pm	3 Martin 241 West Staff	
BUS-272 50	Business Statistics II	MW	5:30pm-7:30pm	3 Martin 241 West Staff	

**FIRST SPLIT TERM**

BUS 271 60	Business Statistics I	M-F	8:30am-10:00am	3 Martin 241 West Hill	
BUS 271 61	Business Statistics I	M-F	10:15am-11:45am	3 Martin 241 West Hill	
BUS 271 62	Business Statistics I	M-R	12:30pm-2:30pm	3 Martin 241 West Hill	

**SECOND SPLIT TERM**

BUS 272 70	Business Statistics II	M-F	8:30am-10:00am	3 Martin 241 West Hill	
BUS 272 71	Business Statistics II	M-F	10:15am-11:45am	3 Martin 273 West Hill	
BUS 272 72	Business Statistics II	M-R	12:30pm-2:30pm	3 Martin 241 West Staff	

**CHEMISTRY**

CHM 104 01	Introductory Chemistry lab TR 12:15-2:15pm Rm 256	TR	10:15am-12:15pm	4 Martin 251 West Saylor	
CHM 111 01	College Chemistry I lab TR 12:15-2:15pm Rm 253	TR	10:15am-12:15pm	4 Martin 253 West Albritton	

**FIRST SPLIT TERM**

CHM 104 60	Introductory Chemistry lab MWF 9:45-12n Rm 256	M-F	8:00am-9:30am	4 Martin 256 West Vincent	
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**SECOND SPLIT TERM**

CHM 105 70	Intro to Organic Chemistry lab MWF 9:45-12n Rm 251	M-F	8:00am-9:30am	4 Martin 251 West Saylor	
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**CHILD DEVELOPMENT**

CHD-104 50	Method/Mater./Young Children M		5:30pm-9:30pm	3 Martin 241 East Cook	
CHD-215 50	Supervised Practical Experience R		5:30pm-7:30pm	2 Martin 221 East Edwards	

**COMMERICAL ART**

CAT 111 01	Basic Drawing	TR	8:00am-9:15am	3 Fredd 502 Staff	
CAT 211 01	Photography	MW	8:00am-9:15am	3 Fredd 502 Staff	

**COMMERICAL FOOD SERVICES**

CFS 199 01	Healthy Cooking	TR	12:30pm-1:30pm	1 Martin 163 West Bailey	
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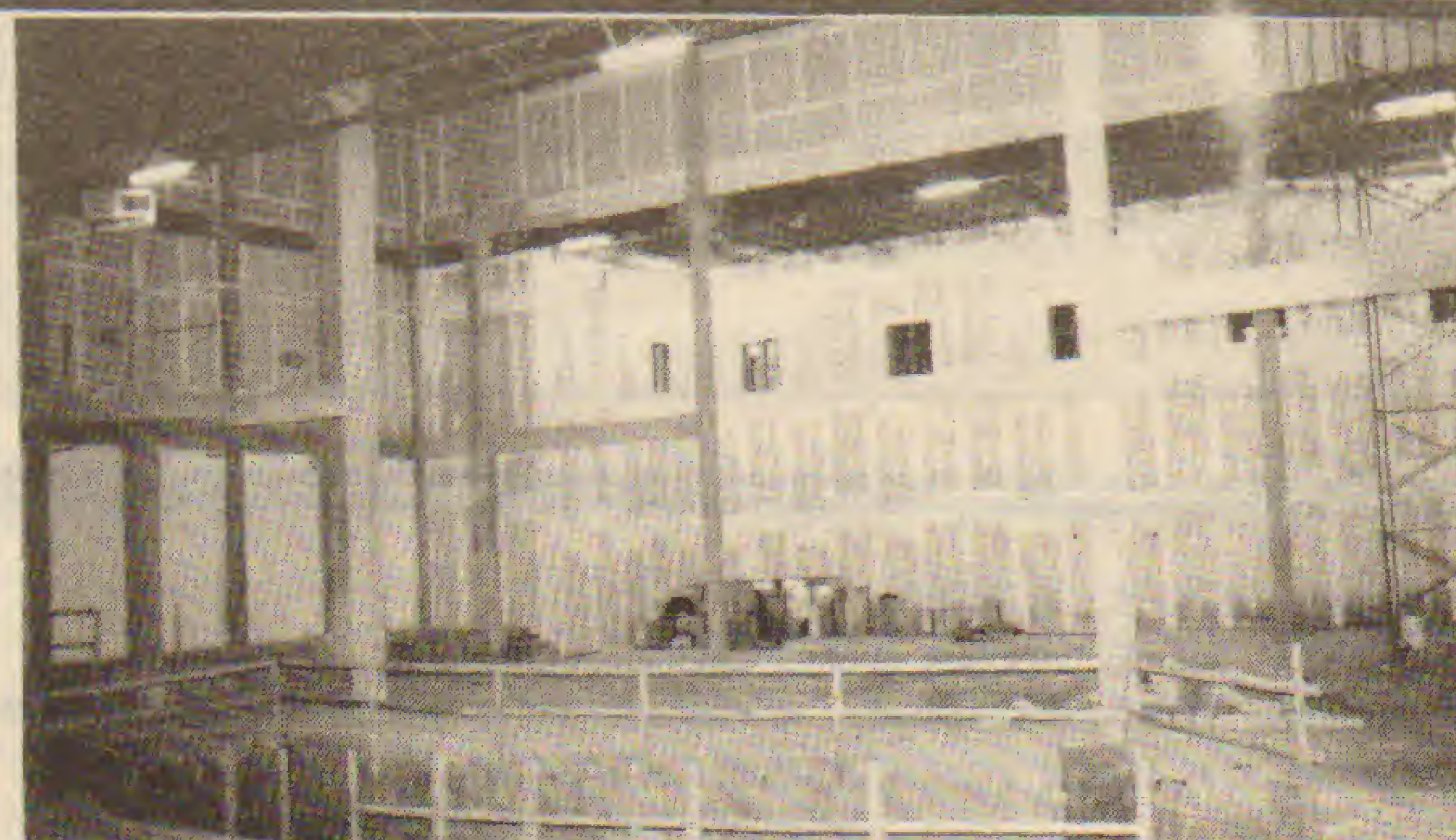
**COMPUTERIZED NUMERICAL CONTROL**

CNC 215 01	Programming & Set-Up CNC Milling MT=8am-2:30pm, W=8am-11am	MTW		6 Martin 174 West Fair	
CNC 216 01	Tooling and Machining Data W=11am-2:30pm, RF=8am- 2:30pm	WRF		3 Martin 174 West Fair	
CNC-211 50	Intro to CNC Machining MTW=6pm-10pm, R=6pm-9pm	M-R		6 Martin 174 West Staff	

**BEAN - BROWN THEATRE**

This past November, local philanthropist Asa "Howard" Bean announced a \$1.5 million gift to Shelton State to establish the A. H. Bean Endowed Scholarship Fund. A portion of the money will also be used to help complete the theatre complex currently under construction on campus. Because of Bean's gift, the space will be named the Bean-Brown Theatre in honor of Mr. Bean's late wife and daughter.

A number of other major gifts have also been made to the theatre campaign. Ryan deGraffenried, Rick Harbin, Mr. and Mrs. Martin Ray, and Mr. and Mrs. Marvin Carr have all made individual "Leadership Gifts" this past year. The Hill Crest Foundation, Bell South Foundation, and The Alabama Power Foundation have contributed major gifts to the project. The National Bank of Commerce, Bank of Moundville, and the Bank of Tuscaloosa have all supported the development of the arts with gifts for the project.



Construction of Bean-Brown Theatre continues Photo: Shelton Courier

COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS ROOM	INSTRUCTOR
<b>COMPUTER SCIENCE</b>					
CIS 102 01	Microcomputer Concepts must enroll for 1 lab sec to make 3hrs	F	8:00am-10:00am	1.5 Martin 261	West Wright
CIS 102 31	Microcomputer Concepts Lab for lecture CIS 102 01	M	8:00am-10:00am	1.5 Martin 244B	West Wright
CIS 102 32	Microcomputer Concepts Lab for lecture CIS 102 01	W	8:00am-10:00am	1.5 Martin 244B	West Wright
CIS 102 33	Microcomputer Concepts Lab for lecture CIS 102 01	M	10:15am-12:15am	1.5 Martin 244B	West Wright
CIS 102 34	Microcomputer Concepts Lab for lecture CIS 102 01	W	10:15am-12:15pm	1.5 Martin 244B	West Wright
CIS 102 35	Microcomputer Concepts Lab for lecture CIS 102 01	F	10:15am-12:15pm	1.5 Martin 244B	West Wright
CIS 102 02	Microcomputer Concepts	TR	8:00am-10:00am	3 Martin 244B	West Bearden
CIS 102 03	Microcomputer Concepts	TR	10:15am-12:15pm	3 Martin 244B	West Bearden
CIS 102 04	Microcomputer Concepts	TR	12:30pm-2:30pm	3 Martin 244B	West Bearden
CIS 140 01	Basic Web Page Development	TR	8:00am-10:00am	3 Fredd 110	Moore
CIS 140 02	Basic Web Page Development	MWF	12:30pm-1:45pm	3 Fredd 110	Moore
CIS 191 01	Introduction to Computer Prog.	MWF	12:30pm-1:45pm	3 Martin 244D	West Wright
CIS 193 01	Introduction to Computer Prog. Lab	MWF	1:45pm-2:45pm	1 Martin 244D	West Wright
CIS 196 01	Commerical Software Microsoft Word	TR	12:30pm-2:30pm	3 Martin 265D	West Strong
CIS 196 02	Commerical Software Desktop Publishing	F	8:00am-11:30am	3 Martin 265	West Black
CIS 202 01	Introduction to the Information Highway	MWF	8:30am-9:45am	3 Fredd 110	Moore
CIS 202 02	Introduction to the Information Highway	TR	12:30pm-2:30pm	3 Fredd 110	Moore
CIS 231 01	FORTRAN Programming	MWF	8:30am-10:00am	3 Martin 244D	West Bearden
CIS 285 01	Computerized Manag. Info	MWF	12:30pm-1:45pm	3 Martin 244B	West Bearden
CIS 296 01	Commercial Software Appl Excel/Powerpoint	MW	3:00pm-5:00pm	3 Martin 244D	West Lewis

**EVENING**

CIS-102 50	Microcomputer Concepts	T	5:30pm-9:30pm	3 Martin 244B	West Staff
CIS-102 51	Microcomputer Concepts	W	5:30pm-9:30pm	3 Martin 244B	West Staff
CIS-196 50	Commercial Software WordPerfect 6	MW	5:30pm-7:30pm	3 Martin 265	West Staff
CIS-196 51	Commercial Software Networks	R	5:30pm-9:30pm	3 Martin ConfRm 4W	Staff
CIS-211 50	BASIC programming Visual Basic	R	5:30pm-9:30pm	3 Martin ConfRm 4W	Staff
CIS-251 50	Programming in C Using C++ Language	R	5:30pm-9:30pm	3 Martin ConfRm 4W	Staff
CIS-261 50	COBOL Programming	R	5:30pm-9:30pm	3 Martin ConfRm 4W	Staff
CIS-285 50	Computerized Manag. Info	M	5:30pm-9:30pm	3 Martin 244B	West Staff

**FIRST SPLIT TERM**

CIS 102 60	Microcomputer Concepts	M-R	3:15pm-5:15pm	3 Martin 244B	West Staff
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**SECOND SPLIT TERM**

CIS 102 70	Microcomputer Concepts	M-R	3:15pm-5:15pm	3 Martin 244B	West Staff
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**PREREQUISITES:** Before you enroll in a course, you must satisfy all prerequisites (including ASSET scores) for that course. If you enroll in a course where you have not fulfilled all prerequisites, you may not receive credit for that course.



COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS ROOM	INSTRUCTOR
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**CORE COURSES (TECHNICAL)**

ITS 104 01	Applied Math with SPC *only receives 1.5 credit hrs for financial aid purposes	TR	1:00pm-3:00pm	3 Fredd 114	Staff
ITS-104 50	Applied Math with SPC *only receives 1.5 credit hrs	R	5:30pm-9:30pm	3 Martin 241	East Staff

**COSMETOLOGY**

COS 111 01	Introduction to Cosmetology Highway Science M=8-4pm, T=8am-12pm	MT		4 Martin 126A West Watts	
COS 112 01	Introduction/Cosmetology Technology T=8-12pm, W=8am-4pm	TW		4 Martin 238 West Watts	
COS 113 01	Human Relations *only receives 1.5 credit hrs for financial aid purposes	R	12:00pm-4:30pm	3 Martin 238 West Marlow	
COS 114 01	Assessment T=12pm-4pm, W=8-4pm	TW		4 Martin Nix	
COS 115 01	Introduction to Esthetics Science R=8am-4pm, F=8am-2pm	RF		4 Martin 238 West Nix	
COS 116 01	Introduction to Esthetics Tech. R=8am-4pm, F=8-12pm	RF		4 Martin 126A West Watts	
COS 117 01	Applied Chemistry M=8am-4pm, T=8-12pm	MT		4 Martin 238 West Nix	
COS 118 01	Implementation T=12pm-4pm, W=8-4pm	TW		4 Martin Staff	
COS 119 01	Analytical Survey M=8am-4pm, T=8-12pm	MT		4 Martin Staff	
COS 121 01	Prep. & Reassess./Cosmetology Tech. T=12-4pm, W=8-4pm	TW		4 Martin Staff	
COS 131 01	Introduction to Nail Technology Science MTWR=8am-9am, F=8am-4pm	M-F		4 Martin Staff	
COS 132 01	Intro. to Nail Technology	TW	9:30am-3:30pm	4 Martin 293F West Marlow	
COS 181 01	Salon Preparation R=8am-12pm, F=8-4pm	RF		4 Martin 238 West Marlow	
COS 191 01	Problem Solving in Chemical Service M=8am-4pm, T=8am-12pm	MT		4 Martin Staff	

**EVENING**

COS-111 50	Intro. to Cosmetology Science	MW	4:00pm-10:00pm	4 Martin 293 West Marlow	
COS-112 50	Intro/Cosmetology Technology	TR	4:00pm-10:00pm	4 Martin 293 West Hutchins	
COS-117 50	Applied Chemistry	MW	4:00pm-10:00pm	4 Martin 293 West Marlow	
COS-118 50	Implementation	TR	4:00pm-10:00pm	4 Martin 293 West Hutchins	

**COSMETOLOGY INSTRUCTOR TRAINING**

CIT 212 01	Methodologies of Teaching II	MT		5 Martin 293 West Staff	
CIT 225 01	Practicum I *receives 5.5 credit hrs for financial aid purposes	WR	TBA	5 Martin Staff	

**DIESEL MECHANICS**

DEM 111 01	Safety/Tools/Measuring Inst	M-F	8:00am-8:55am	3 Martin DTW	Warren
DEM 124 01	Hvy Veh Elec & Electronic Sys *only receives 5 credit hrs for financial aid purposes	M-F	8:00am-11:00am	6 Martin DTW	Speights
DEM 126 01	Diesel & Gas Engine Failure *only receives 5 credit hrs for financial aid purposes	M-R	11:30am-3:15pm	6 Martin DTW	Speights
DEM 190 01	Special Projects	M-F	8:00am-9:30am	3 Martin DTW	Speights
DEM 191 01	Special Problems in DEM	M-F	9:30am-11:00am	3 Martin DTW	Speights
DEM 192 01	Industrial Appl/Diesel Mech.	M-R	11:30am-3:15pm	1-6 Martin DTW	Speights

**DRAFTING**

DDT 121 01	Introduction to CADD	M-R	12:00n-2:15pm	4 Martin 151B West Stringfellow	
DDT 131 01	Advanced CADD	M-R	12:00n-2:15pm	4 Martin 151B West Stringfellow	
DDT 144 01	Electrical/Electronic Drafting	M-R	12:00n-2:15pm	4 Martin 151B West Stringfellow	

**EVENING**

DDT-121 50	Introduction to CADD	MTW	6:00pm-9:00pm	4 Martin 151B West Staff	
DDT-124 50	Industrial Pipe Drafting	MTW	6:00pm-9:00pm	4 Martin 151B West Staff	
DDT-131 50	Advanced CADD	MTW	6:00pm-9:00pm	4 Martin 151B West Staff	
DDT-143 50	AutoCAD AME	MTW	6:00pm-9:00pm	4 Martin 151B West Staff	
DDT-144 50	Electrical/Electronic Drafting	MTW	6:00pm-9:00pm	4 Martin 151B West Staff	

**FIRST SPLIT TERM**

DDT 112 60	Desc. Geom/Multi-View Drawing (5-28 thru 7-01)	M-F	8:00am-11:30am	4 Martin 151B West Stringfellow	
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**SECOND SPLIT TERM**

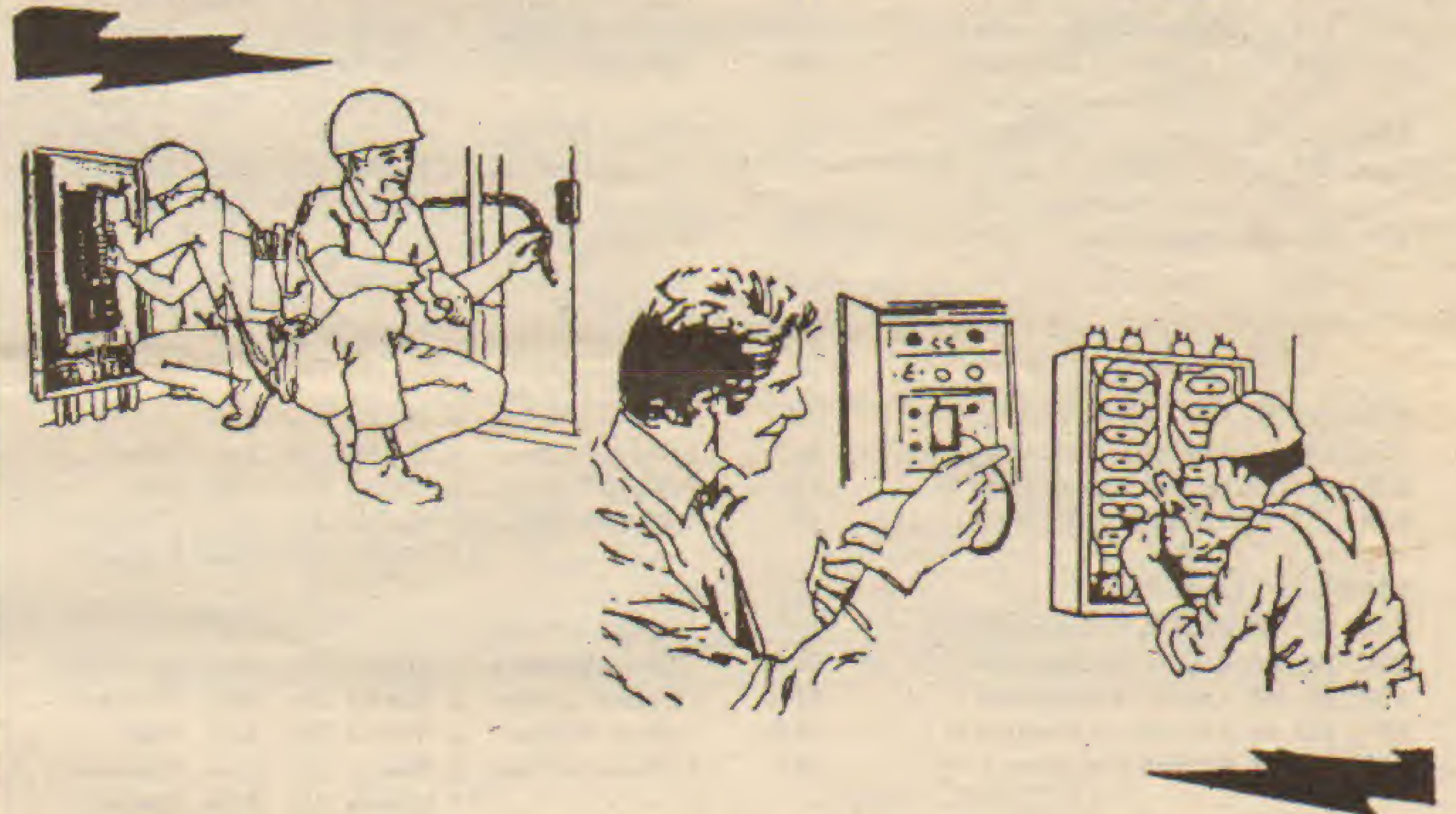
DDT 113 70	Auxillary Views & Pattern Dev (7-06 thru 8-06)	M-F	8:00am-11:30am	4 Martin 151B West Stringfellow	
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**INDUSTRIAL ELECTRICITY: SHELTON'S  
LARGEST TECHNICAL PROGRAM**

Over 130 students are enrolled in one of Shelton's industrial electricity classes this spring. Seventy-three students are enrolled in the traditional day program, and 40 students attend one of the traditional night classes. Twenty-eight students are enrolled in the Electrical Contractor's Apprenticeship program.

There are great opportunities now in electricity. Shelton offers a state-of-the-art curriculum that leads to a certificate or an associate degree in residential, commercial, and industrial construction and Maintenance. Jobs in the ever-growing electrical field can lead up to journeyman and master certification.

A wide variety of classes are offered to meet the many demands of various electrician job classifications. These range from DC and AC Fundamentals through Programmable Logic Controls and Journeyman-Master National Electrical Code Prep classes.

**AUTOMOTIVE TECHNOLOGY**

If you're looking for a lucrative career, think about Automotive Technology! Currently 29 students are enrolled in this exciting program now offered on the Fredd Campus. For example, this summer in class students will learn to repair automotive transmissions as well as manual transmissions. Shelton's Automotive Technology program works closely with the Tuscaloosa Automobile Dealers Association. For more information, call Jerry Handley, 391-2642.



**PREREQUISITES:** Before you enroll in a course, you must satisfy all prerequisites (including ASSET scores) for that course. If you enroll in a course where you have not fulfilled all prerequisites, you may not receive credit for that course.



COURSE NUMBER	SEC TITLE	DAY	TIME	CHS CAMPUS ROOM	INSTRUCTOR
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**ECONOMICS****FIRST SPLIT TERM**

ECO 231	60 Principles of Macro Economics	M-F	8:30am-10:00am	3 Martin 242	West Staff
ECO 231	61 Principles of Macro Economics	M-F	10:15am-11:45am	3 Martin 242	West Staff
ECO 232	60 Principles of Micro Economics	M-R	12:30pm-2:30pm	3 Martin 242	West Staff

**SECOND SPLIT TERM**

ECO 231	70 Principles of Macro Economics	M-R	12:30pm-2:30pm	3 Martin 242	West Staff
ECO 232	70 Principles of Micro Economics	M-F	8:30am-10:00am	3 Martin 242	West Staff
ECO 232	71 Principles of Micro Economics	M-F	10:15am-11:45am	3 Martin 242	West Staff

**EVENING**

ECO-231	50 Principles of Economics I	T	5:30pm-9:30pm	3 Martin 242	West Staff
ECO-232	50 Principles of Economics II	R	5:30pm-9:30pm	3 Martin 242	West Staff

**ENGLISH**

ENG 092	01 Basic Writing II	MTRF	10:15am-11:30am	4 Martin 235	East Staff
ENG 093	01 Basic Writing III	MTRF	10:15am-11:30am	4 Martin 235	East Bennett
ENG 101	01 English Composition I computer assisted instruction	TR	8:00am-10:00am	4 Martin 238 3 Martin 244D	East Turner West Johnson
ENG 101	02 English Composition I	MWF	8:30am-9:45am		
ENG 101	03 English Composition I computer assisted instruction	TR	10:15am-12:15pm	3 Martin 234 3 Martin 244D	West Dice West Johnson
ENG 101	04 English Composition I	MWF	10:15am-11:30am		
ENG 102	01 English Composition II	TR	8:00am-10:00am	3 Martin 234	East Davis
ENG 102	02 English Composition II	MWF	8:30am-9:45am	3 Martin 241	East Dice
ENG 102	03 English Composition II	MWF	10:15am-11:30am	3 Martin 234	East Alexander
ENG 102	04 English Composition II	TR	10:15am-12:15pm	3 Martin 222	East Freeman
ENG 246	01 Creative Writing I	TR	10:15am-12:15pm	3 Martin 222	East Freeman
ENG 247	01 Creative Writing II	TR	10:15am-12:15pm	3 Martin 234	East Dice
ENG 248	01 Creative Writing III	TR	10:15am-12:15pm	3 Martin 234	East Dice
ENG 249	01 Creative Writing IV	TR	10:15am-12:15pm	3 Martin 234	East Dice
ENG 251	01 American Literature I	MWF	8:30am-9:45am	3 Martin 234	East Dice
ENG 251	02 American Literature I foreign students only	MWF	8:30am-9:45am	3 Martin 222 3 Martin 235	East Staff West Sandy
ENG 252	01 American Literature II	TR	8:00am-10:00am		
ENG 252	02 American Literature II foreign students only	TR	8:00am-10:00am	3 Martin 222 3 Martin 234	East Davis East Sandy
ENG 262	01 English Literature II	TR	10:15am-12:15pm	3 Martin 222	West Staff

**EVENING**

ENG-092	50 Basic Writing II	MW	7:45pm-10:15pm		
ENG-093	50 Basic Writing III	MW	7:45pm-10:15pm	4 Martin 234	East Turner
ENG-101	50 English Composition I	MW	5:30pm-7:30pm	4 Martin 235	East Davis
ENG-102	50 English Composition II	TR	5:30pm-7:30pm	3 Martin 222	East Dice
ENG-251	50 American Literature I	TR	7:40pm-9:40pm	3 Martin 222	East Alexander East Johnson

**FIRST SPLIT TERM**

ENG 101	60 English Composition I	M-F	10:15am-11:45am		
ENG 102	60 English Composition II	M-F	8:30am-10:00am	3 Martin 236	West Alexander
ENG 251	60 American Literature I	M-R	12:30pm-2:30pm	3 Martin 236	West Freeman
ENG 252	60 American Literature II	M-R	5:30pm-7:30pm	3 Martin 233	East Jolly
ENG 261	60 English Literature I	M-F	8:30am-10:00am	3 Martin 233	East Johnson East Gregory

**SECOND SPLIT TERM**

ENG 101	70 English Composition I	M-F	8:30am-10:00am		
ENG 102	70 English Composition II	M-F	10:15am-11:30am	3 Martin 236	West Freeman
ENG 252	70 American Literature II	M-R	12:30pm-2:30pm	3 Martin 252	East Alexander
ENG 262	70 English Literature II	M-F	8:30am-10:00am	3 Martin 233	East Deck
ENG 271	70 World Literature I	M-R	5:30pm-7:30pm	3 Martin 233	East Gregory
ENG 273	70 Great World Masterpieces I will transfer to AUB as EH 221	M-R	5:30pm-7:30pm	3 Martin 236	West Staff

VTE 101	01 Tech Communication Skills I *only receives 2 credit hrs for financial aid purposes	M-R	3:45pm-5:00pm	4 Martin 234	East Staff
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VTE-101	50 Tech Communication Skills I	R	5:30pm-10:00pm	4 Martin 234	East Staff
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**GEOGRAPHY**

GEO 100	01 World Regional Geography	MWF	8:30am-9:45am	3 Martin 277	West Staff
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**GERONTOLOGICAL SERVICES**

GRS 110	01 Introduction to Gerontology independent study	W	7:00pm-8:15pm	3 Martin	ConfRm 1W Hill C
GRS 111	01 Health and Aging independent study	W	7:00pm-8:15pm	3 Martin	ConfRm 1W Hill C
GRS 112	01 Aging and Society independent study	W	7:00pm-8:15pm	3 Martin	ConfRm 1W Hill C
GRS 113	01 Social Casework independent study	W	7:00pm-8:15pm	3 Martin	ConfRm 1W Hill C
GRS 121	01 Fieldwork independent study	W	7:00pm-8:15pm	3 Martin	ConfRm 1W Hill C

**GRAPHIC & PRINTING COMMUNICATIONS**

GPC 112	01 Offset Presswork *only receives 5 credit hrs for financial aid purposes	M-R	8:00am-11:30am	6 Fredd 501	Freed
GPC 121	01 Computerized/Design/Layout *only receives 5 credit hrs for financial aid purposes	M-R	8:00am-11:30am	6 Fredd 501	Freed
GPC 122	01 Stripping & Platemaking *only receives 5 credit hrs for financial aid purposes	M-R	12:00pm-3:30pm	6 Fredd 501	Freed
GPC 131	01 Bindery *only receives 5 credit hrs for financial aid purposes	M-R	12:00pm-3:30pm	6 Fredd 501	Freed

**HEALTH**

HED 199	01 Ecological App/Health & Fitness	TR	10:15am-12:15pm	3 Martin 271	West Saylor S
HED 221	01 Personal Health	MWF	8:30am-9:45am	3 Martin 273	West Staff
HED 221	02 Personal Health	TR	10:15am-12:15pm	3 Martin 163	West Khoury-Murphy
HED 221	03 Personal Health	MWF	12:30pm-1:45pm	3 Martin 163	West Green
HED 231	01 First Aid	TR	8:00am-10:00am	3 Martin 163	West Holsonback

**EVENING**

HED-221	50 Personal Health	TR	7:40pm-9:40pm	3 Martin 163	West Staff
HED-231	50 First Aid	MW	5:30pm-7:30pm	3 Martin 163	West Davis D

**SECOND SPLIT TERM**

HED 199	70 Ecological App/Health & Fitness	M-R	12:30pm-2:30pm	3 Martin 273	West Saylor S
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**HISTORY**

HIS 101	01 Western Civilization I	MWF	10:15am-11:30am	3 Martin 261	West Bussey
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**EVENING**

HIS-201	50 U.S. History I	TR	5:30pm-7:30pm	3 Martin 261	West Staff
HIS-202	50 U.S. History II	MW	7:40pm-9:40pm	3 Martin 261	West Staff

**FIRST SPLIT TERM**

HIS 101	60 Western Civilization I	M-F	8:30am-10:00am	3 Martin 263	West Bussey
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**SECOND SPLIT TERM**

HIS 102	70 Western Civilization II	M-F	8:30am-10:00am	3 Martin 263	West Bussey
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**HOME ECONOMICS**

HEC 140	01 Principles of Nutrition	TR	8:00am-10:00am	3 Martin 271	West Saylor S
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**INDUSTRIAL ELECTRONICS**

ILT 102	01 Applied Boolean Algebra	M-R	8:00am-9:00am	3 Martin 171C	West Seales
ILT 232	01 Television Basics/Lab	M-F	9:00am-12:00n	6 Fredd 216	Seales
ILT 234	01 Microcomputer Systems/Lab	M-F	9:00am-12:00n	6 Fredd 216	Seales

**FIRST SPLIT TERM**

ILT 111	60 D.C. Fundamentals/Lab (5-28 thru 7-01)	M-F	9:00am-2:20pm	6 Martin 171A	West Tucker
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ILT 111	69 D.C. Fundamentals/Lab (5-28 thru 7-01)	TBA	TBA	6 Martin 171	West Seales
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ILT 131	60 Solid State Devices/Lab (5-28 thru 7-01)	M-F	9:00am-2:20pm	6 Martin 171A	West Tucker
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ILT 131	69 Solid State Devices/Lab (5-28 thru 7-01)	M-F	TBA	6 Martin 171	West Seales
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ILT 211	69 Digital Techniques/Lab (5-28 thru 7-01)	M-F	TBA	6 Martin 171	West Seales
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**SECOND SPLIT TERM**

ILT 121	70 A.C. Fundamentals/Lab (7-06 thru 8-06)	M-F	9:00am-2:20pm	6 Martin 171A	West Tucker
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ILT 121	79 A.C. Fundamentals/Lab (7-06 thru 8-06)	TBA		6 Martin 171	West Seales
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ILT 141	70 Electronic Circuits/Lab (7-06 thru 8-06)	M-F	9:00am-2:20pm	6 Martin 171A	West Tucker
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ILT 141	79 Electronic Circuits/Lab (7-06 thru 8-06)	M-F	TBA	6 Martin 171	West Seales
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ILT 221	79 Microprocessor Basics/Lab (7-06 thru 8-06)	M-F	TBA	6 Martin 171	West Seales
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ILT 102	90 Applied Boolean Algebra	TBA	TBA	3 Martin 171A	West Seales
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**INDUSTRIAL ELECTRICITY**

ELT 130	01 Commercial/Industrial Wiring	M-F	8:00am-10:50am	6 Martin 193	West Quimby
ELT 132	01 Intro to National Elect Code	MWF	1:00pm-2:30pm	3 Martin 193	West Quimby
ELT 150	01 Basic Electrical Wiring	M-F	11:00am-12:30pm	3 Martin 193	West Staff
ELT 190	01 Special Projects	MWF	11:00am-12:30pm	3 Martin 192	West Quimby
ELT 213	01 Semi-Conductor Controls	MWF	11:00am-12:30pm	3 Martin 192	West Quimby
ELT 241	01 Programmable Controller	MWF	11:00am-12:30pm	3 Martin 192	West Quimby
ELT 245	01 Electric Motor Control	M-F	8:00am-10:50am	6 Martin 192	West Quimby
ELT 261	01 Conduit Bending	M-F	11:00am-12:30pm	3 Martin 192	West Staff
ELT 272	01 Journeyman NEC Prep Class	MWF	1:00pm-2:30pm	3 Martin 193	West Quimby

**EVENING**

ELT-130	50 Commercial/Industrial Wiring	MTW	5:00pm-9:50pm	6 Martin 192	West Staff
ELT-150	50 Basic Electrical Wiring	MT	5:00pm-8:35pm	3 Martin 192	West Staff
ELT-213	50 Semi-Conductor Controls	W	5:00pm-9:20pm	3 Martin 192	West Staff
ELT-241	50 Programmable Controller	W	5:00pm-9:20pm	3 Martin 192	West Staff

**FIRST SPLIT TERM**

ELT 111	60 D.C. Circuit Fundamentals (5-28 thru 7-01)	M-F	8:00am-2:30pm	6 Martin 193	West Freeman
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ELT 111	61 D.C. Circuit Fundamentals (5-28 thru 7-01)	MTW	5:00pm-9:50pm	6 Martin 192	West Staff
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**SECOND SPLIT TERM**

ELT 121	70 A.C. Circuit Fundamentals (7-06 thru 8-06)	M-F	8:00am-2:30pm	6 Martin 193	West Freeman
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**PREREQUISITES:** Before you enroll in a course, you must satisfy all prerequisites (including ASSET scores) for that course. If you enroll in a course where you have not fulfilled all prerequisites, you may not receive credit for that course.



COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS ROOM	INSTRUCTOR
<b>INTERDISCIPLINARY STUDIES</b>					
IDS 111L 01	Practical Nursing Leadership	TBA	TBA	1 Martin TBA	Smith
IDS 112L 01	ADN Leadership	TBA	TBA	1 Martin TBA	Williams

**LANDSCAPE & TURF MANAGEMENT**

LOM 115 01	Ornamental Plant Ident	TR	8:00am-11:00am	3 Fredd 204	Crimm
	*only receives 2.5 credit hrs for financial aid purposes				
TRF 110 01	Horticulture Science	MW	8:00am-11:00am	3 Fredd 204	Crimm
	*only receives 2.5 credit hrs for financial aid purposes				
TRF 115 01	Soil Science	MW	12:00pm-3:00pm	3 Fredd 204	Crimm
	*only receives 2.5 credit hrs for financial aid purposes				
TRF 116 01	Fertilizers	MW	3:00pm-6:00pm	3 Fredd 204	Crimm
	*only receives 2.5 credit hrs for financial aid purposes				

**LIBRARY SCIENCE**

LBS 101 01	Introduction to Library Use I	W	10:00am-10:50am	1 Martin Library	Schellhammer
LBS 101 02	Introduction to Library Use I	T	11:00am-11:50am	1 Martin Library	Johnson
LBS 102 01	Introduction to Library Use II	R	9:00am-9:50am	1 Martin Library	Johnson
LBS 102 02	Introduction to Library Use II	W	11:00am-11:50am	1 Martin Library	Schellhammer

**MACHINE TOOL TECHNOLOGY**

MTT 213 01	Precision Grinding Machines	MTW		6 Martin 173 West	Guy
	MT=8am-2:30pm, W=8-11am				
MTT 215 01	Precision Measurement & Metallurgy	WRF		6 Martin 173 West	Guy
	W=11am-2:30pm, RF=8am-2:30pm				
MTT-111 50	Intro to Machine Tool Tech	MTWF		6 Martin 173 West	Staff
	MTW=6pm-10pm, R=6-9pm				

**MASS COMMUNICATION**

MCM 130 01	News Reporting	TR	10:15am-12:15pm	3 Martin 235 West	Kinney
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**MATH**

**STUDENTS WILL NOT BE ALLOWED TO REGISTER FOR MATH CLASSES WITHOUT DOCUMENTATION SHOWING THEY HAVE SATISFIED PREREQUISITES OR HAVE THE APPROPRIATE ASSET SCORES.**

MTH 091 01	Developmental Algebra I	MW	12:30pm-1:45pm	2 Martin 261	est Cochrane
	students must register for lecture (2hrs) & one lab session (2hrs) for a total of 4 hrs				
MTH 091 31	Lab	TR	12:30pm-1:45pm	2 Martin 244E West	Cochrane
MTH 091 32	Lab	TR	2:00pm-3:15pm	2 Martin 244E West	Cochrane
MTH 092 01	Developmental Algebra II	MTRF	8:30am-9:45am	4 Martin 251	East Staff
MTH 092 02	Developmental Algebra II	MTRF	12:30pm-1:45pm	4 Martin 234	East Staff
MTH 109 01	Intermediate College Algebra	TR	7:45am-9:45am	3 Fredd 401	McCracken
MTH 109 02	Intermediate College Algebra	WF	7:45am-9:45am	3 Fredd 401	McCracken
MTH 109 03	Intermediate College Algebra	MWF	8:30am-9:45am	3 Martin 242	East Gourdouze
MTH 109 04	Intermediate College Algebra	WF	10:30pm-12:30pm	3 Fredd 401	McCracken
MTH 109 05	Intermediate College Algebra	MWF	10:15am-11:30am	3 Martin 242	East Gourdouze
MTH 109 06	Intermediate College Algebra	TR	10:30am-12:30pm	3 Fredd 401	McCracken
MTH 112 01	Precalculus Algebra	MWF	12:30pm-1:45pm	3 Martin 242	East Gourdouze
MTH 113 01	Precalculus with Trigonometry	TR	12:30pm-2:30pm	3 Martin 241	East Staff
MTH 120 01	Business Precalculus Algebra	TR	12:30pm-2:30pm	3 Martin 221	East Baggett
MTH 127 01	Analytic Geom & Calculus I	MTRF	12:30pm-1:45pm	4 Martin 244C West	Cantrell
MTH 253 01	Differential Equations	MWF	10:00am-11:15am	3 Martin 244F West	Staff
MTH 253 02	Differential Equations	MWF	2:30pm-3:45pm	3 Martin 244C West	Staff

**EVENING**

MTH-091 50	Developmental Algebra I	TR	5:30pm-7:50pm	4 Martin 255	East Staff
MTH-092 50	Developmental Algebra II	TR	5:30pm-7:50pm	4 Martin 251	East Staff
MTH-092 51	Developmental Algebra II	TR	7:40pm-10:00pm	4 Martin 251	East Staff
MTH-109 50	Intermediate College Algebra	TR	5:30pm-7:30pm	3 Martin 242	East Gourdouze
MTH-120 50	Business Precalculus Algebra	MW	5:30pm-7:30pm	3 Martin 221	East Staff

**FIRST SPLIT TERM**

MTH 109 60	Intermediate College Algebra	M-F	8:30am-10:00am	3 Martin 255	East Blount
MTH 109 61	Intermediate College Algebra	M-F	10:15am-11:45am	3 Martin 255	East Cantrell
MTH 112 61	Precalculus Algebra	M-F	10:15am-11:45am	3 Martin 241	East Blount
MTH 116 60	Mathematical Appreciation	M-F	8:30am-10:00am	3 Martin 161	West Taylor
MTH 116 61	Mathematical Appreciation	M-F	10:15am-11:45am	3 Martin 161	West Taylor
MTH 120 60	Business Precalculus Algebra	M-F	10:15am-11:45am	3 Martin 221	East Baggett
MTH 146 60	Calculus for Business	M-F	8:30am-10:00am	3 Martin 244C West	Jones

**SECOND SPLIT TERM**

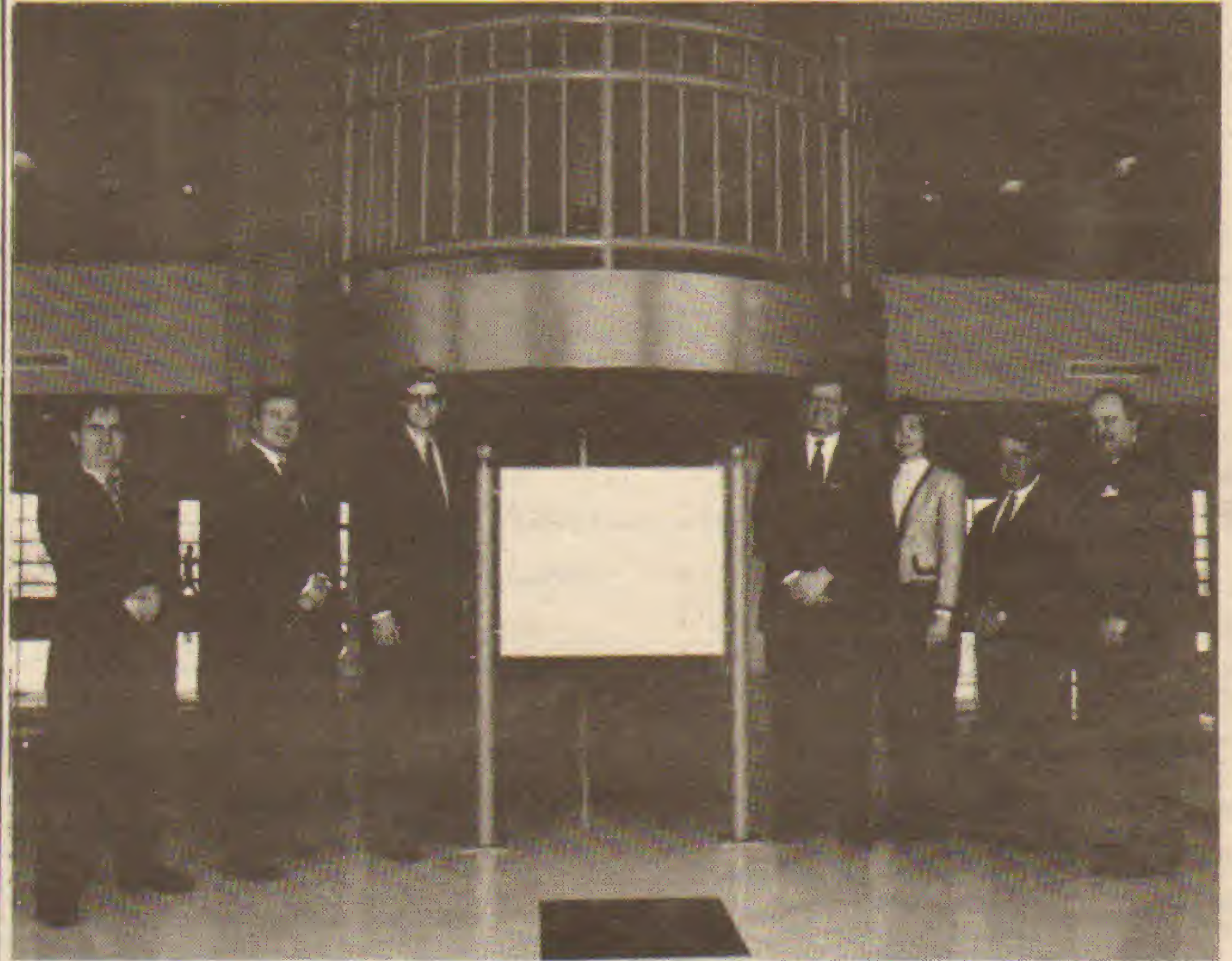
MTH 109 70	Intermediate College Algebra	M-F	8:30am-10:00am	3 Martin 255	East Cantrell
MTH 109 71	Intermediate College Algebra	M-F	10:15am-11:45am	3 Martin 255	East Cantrell
MTH 116 70	Mathematical Appreciation	M-F	8:30am-10:00am	3 Martin 221	East Baggett
MTH 118 70	Modern Mathematic Appl	M-R	2:30pm-4:30pm	3 Martin 241	East Staff
MTH 120 70	Business Precalculus Algebra	M-F	10:15am-11:45am	3 Martin 221	East Baggett
MTH 146 70	Calculus for Business	M-F	8:30am-10:00am	3 Martin 244C West	Jones
MTH 146 71	Calculus for Business	M-F	10:15am-11:45pm	3 Martin 244C West	Jones

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**THE TANNER & GUIN ATRIUM**

Shelton recently named the atrium area of the college the Tanner & Guin L.L.C. Atrium in recognition's of the Tuscaloosa firm's community service and support of education in West Alabama. The lower floor of the Tanner & Guin Atrium serves as the student center on campus.

Tanner & Guin is a Tuscaloosa law firm that specializes in business and commercial law. Tanner & Guin has served as sponsors of many community organizations and has supported capital campaigns for the University of Alabama, Stillman College, and Shelton State Community College.

**RESPIRATORY THERAPY**

Respiratory Therapy will be one of the fastest growing occupations in the United States between now and the year 2006, according to the 1998-99 OCCUPATIONAL OUTLOOK HANDBOOK, published recently by the Bureau of Labor Statistics.

According to the report by the year 2006, 37,000 new respiratory therapy jobs will have been created, a 46% increase over today's figures. This faster than normal growth in the respiratory care field is due to the increase in middle-aged and elderly populations, an age group with a higher rate of cardiopulmonary disease, heart attacks, and accidents.

Shelton's Respiratory Therapy program is housed on the college's Fredd Campus and was recently accredited by the Commission on Accreditation of Allied Health Education Programs. For more information on Shelton's Respiratory Therapy program, contact Bruce Spruell, 391-2641.



The Shelton State Buccaneers play ball!

Photo: Shelton Courier



COURSE NUMBER	SEC/TITLE	DAY	TIME	CHS CAMPUS ROOM	INSTRUCTOR
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**MUSIC**

All applied students must attend repertoire class and must have permission of instructor to register for applied study. Lesson will be assigned 1st day of class at noon.

MUP 101 01	Applied Piano I	T	1pm Repertoire	1 Martin 132D East Coats	
MUP 101 02	Applied Piano I	T	1pm Repertoire	2 Martin 132D East Coats	
MUP 102 01	Applied Piano II	T	1pm Repertoire	1 Martin 132D East Coats	
MUP 102 02	Applied Piano II	T	1pm Repertoire	2 Martin 132D East Coats	
MUP 119 01	Applied Voice I	R	1pm Repertoire	1 Martin 132F East Blackshear	
MUP 119 02	Applied Voice I	R	1pm Repertoire	2 Martin 132F East Blackshear	
MUP 120 01	Applied Voice II	R	1pm Repertoire	1 Martin 132F East Blackshear	
MUP 120 02	Applied Voice II	R	1pm Repertoire	2 Martin 132F East Blackshear	
MUP 201 01	Applied Piano III	T	1pm Repertoire	1 Martin 132D East Coats	
MUP 201 02	Applied Piano III	T	1pm Repertoire	2 Martin 132D East Coats	
MUP 202 01	Applied Piano IV	T	1pm Repertoire	1 Martin 132D East Coats	
MUP 202 02	Applied Piano IV	T	1pm Repertoire	2 Martin 132D East Coats	
MUP 219 01	Applied Voice III	R	1pm Repertoire	1 Martin 132F East Blackshear	
MUP 219 02	Applied Voice III	R	1pm Repertoire	2 Martin 132F East Blackshear	
MUP 220 01	Applied Voice IV	R	1pm Repertoire	1 Martin 132F East Blackshear	
MUP 220 02	Applied Voice IV	R	1pm Repertoire	2 Martin 132F East Blackshear	
MUS 101 01	Music Appreciation	TR	10:15am-12:15pm	3 Martin 132N East Blackshear	
MUS 120 01	Class Piano I	TR	10:15am-11:45am	2 Martin 132K East Coats	
MUS 121 01	Class Piano II	TR	8:00am-10:00am	2 Martin 132K East Coats	
MUS 147 01	Beg Class Guitar	MW	10:15am-11:45am	2 Martin 132S East Johnson	
MUS-101 50	Music Appreciation	TR	5:30pm-7:30pm	3 Martin 132N East Coats	

**NURSING**

PLEASE NOTE: Nursing classes open only to students enrolled in the nursing program.

LPN 121 01	MenHealth & Geriatrics	F	8:00am-11:00am	2 Martin 282 West Bowden	
*only receives 1 credit hrs for financial aid purpose					
LPN 121 02	Mental Health & Geriatrics	TR	8:00am-9:30am	2 Martin 281 West Smith	
*only receives 1 credit hrs for financial aid purpose					
LPN 125 02	Clinical Symposium II	T	3:30pm-4:30pm	1 Martin 281 West Smith	
*only receives .5 credit hrs for financial aid purpose					
LPN 131 02	Nursing of Adults I	TR	10:00am-3:00pm	6 Martin 281 West Hill C	
TR 10-12p & 1-3:30pm students must also enroll in either LPN 131 31,32,33 or 34					
LPN 135 01	Clinical Symposium III	F	11:30am-1:00pm	1 Martin 282 West Bowden	
*only receives .5 credit hrs for financial aid purpose					
LPN 141 01	Nursing of Adults II	TR	8:00am-12:30pm	6 Martin 282 West Roberts	
students must also enroll in either LPN 141 41,42,43 or 44					
LPN 131 31	Clinical	MW	7:00am-3:00pm	4 TBA	Smith
LPN 131 32	Clinical	MW	7:00am-3:00pm	4 TBA	Hill C
LPN 131 33	Clinical	MW	7:00am-3:00pm	4 TBA	Kizziah
LPN 131 34	Clinical	MW	7:00am-3:00pm	4 TBA	Staff
LPN 141 41	Clinical	MW	7:00am-3:00pm	5 TBA	Roberts
LPN 141 42	Clinical	MW	7:00am-3:00pm	5 TBA	Staff
LPN 141 43	Clinical	MW	7:00am-3:00pm	5 TBA	McCraney
LPN 141 44	Clinical	MW	7:00am-3:00pm	5 TBA	Acker

**EVENING**

LPN-121 50	Mental Health & Geriatrics	M	5:30pm-8:30pm	2 Martin 281 West Benderson	
LPN-124 50	Maternal Child Health	TR	5:30pm-9:15pm	5 Martin 281 West Tucker	
students must also enroll in either LPN 124 51 or 52					
LPN-124 51	Clinical	W	3:00pm-11:00pm	2 TBA	Tucker
LPN-124 52	Clinical	W	3:00pm-11:00pm	2 TBA	Coleman
NAS 101 01	Intro to Nursing/Nutrition	M	8:00am-11:00am	2 Martin 282 West Frizzell	
NAS 102 01	Body Structure & Function	M	11:15am-2:15pm	2 Martin 282 West Frizzell	
NAS 103 01	Fundamental Skills I	T	8:00am-2:00pm	4 Martin 283 West Frizzell	
NAS 104 01	Fundamentals Lab I	W	7:00am-3:00pm	4 Martin 291A West Frizzell	
lab 6/3-7/1 1998 7-3pm clinical 7/8-8/7 1998 7-3p					
NAS 201 01	Fundamental Skills II	TBA	TBA	2 Martin TBA	Frizzell
NAS 202 01	Fundamentals Lab II	TBA	TBA	3 Martin TBA	Frizzell
NAS 203 01	Manag of Health Problems	TBA	TBA	6 Martin TBA	Frizzell
NAS 204 01	Nutrition II/Diet Therapy	TBA	TBA	2 Martin TBA	Frizzell
NUR 183 01	Concepts of AD Nursing	MW	8:00am-9:30am	2 Martin 281 West Horton	
students must also enroll in either NUR 183 81, 82 or 83					
NUR 183 81	Lab	T	8:00am-12:00n	1 Martin 291 West Horton/Wms	
NUR 183 82	Lab	T	1:00pm-5:00pm	1 Martin 291 West Horton/Wms	
NUR 183 83	Lab	R	8:00am-12:00n	1 Martin 291A West Hocutt/Wms	
NUR 183 02	Concepts of AD Nursing	MW	10:00am-11:30am	2 Martin 281 West Horton	
students must also enroll in either NUR 183 81, 82 or 83					
NUR 191 01	Pharmacological Nursing	R	8:00am-11:30am	3 Martin 283 West Horton	
lab R 12:15-2:15pm Rm 283					
NUR 202 01	Specialized Area of Study	MW	10:15am-11:45am	2 Martin 283 West Williams	
Death, Dying, & Bereavement					
NUR 202 02	Specialized Area of Study	R	8:00am-11:00am	2 Martin 291B West Hocutt/Wms	
IV Therapy					
NUR 202 03	Specialized Area of Study	F	8:00am-11:00am	2 Martin 291 West Horton/Wms	
IV Therapy					

continued next column

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NUR 202 04	Specialized Area of Study	W	1:00pm-4:00pm	2 Martin 291 West Horton/Williams	
IV Therapy					
NUR 202 05	Specialized Area of Study	R	1:00pm-4:00pm	2 Martin 291B West Hocutt/Williams	
IV Therapy					
NUR-202 50	Specialized Area of Study	TR	5:30pm-7:00pm	2 Martin 282 West Williams	
Death, Dying, & Bereavement					

**OFFICE ADMINISTRATION**

OAD 103 01	Beg Typing/Keyboarding	MW	8:00am-10:00am	3 Martin 265C West Strong	
OAD 103 02	Beg Typing/Keyboarding	TR	10:15am-12:15pm	3 Martin 265C West Lewis	
OAD 103 03	Beg Typing/Keyboarding	MW	12:30pm-2:30pm	3 Martin 265C West Hammons	
OAD 103 04	Beg Typing/Keyboarding	TR	3:00pm-5:00pm	3 Martin 265C West Lewis	
OAD 103 05	Beg Typing/Keyboarding	F	8:00am-11:30am	3 Martin 265C West Staff	
OAD 104 01	Adv Typing/Keyboarding	MW	10:15am-12:15pm	3 Martin 265C West Strong	
OAD 104 02	Adv Typing/Keyboarding	TR	12:30pm-2:30pm	3 Martin 265C West Lewis	
OAD 105 01	Prof Typing/Keyboarding	TR	8:00am-10:00am	3 Martin 265C West Strong	
OAD 130 01	Machine Calculations	TR	8:00am-10:00am	3 Martin 265A West Hammons	
OAD 141 01	Secretarial Accounting I	TR	10:15am-12:15pm	3 Martin 265A West Hammons	
OAD 203 01	Speed & Accuracy	MW	12:30pm-2:30pm	3 Martin 265 West Black	
(Cortez Peters)					
OAD 223 01	Transcript Skills/Med Process	MW	12:30pm-2:30pm	3 Martin 265 West Black	
OAD 224 01	Machine Transcription	MW	12:30pm-2:30pm	3 Martin 265 West Black	
OAD 225 01	Legal Machine Transcription	MW	12:30pm-2:30pm	3 Martin 265 West Black	
OAD 226 01	Med Machine Transcription	MW	12:30pm-2:30pm	3 Martin 265 West Black	
OAD 228 01	Word Proc I/WordPerfect I	MW	8:00am-10:00am	3 Martin 265D West Black	
OAD 229 01	Word Proc II/	MW	10:15am-12:15pm	3 Martin 265D West Black	
Adv WordPerfect II					
OAD 281 01	Desk Top Pub/Page Maker	F	8:00am-11:30am	3 Martin 265D West Black	

**EVENING**

OAD-103 50	Beg Keyboarding/Typing	MW	5:30pm-7:30pm	3 Martin 265C West Hammons	
OAD-104 50	Adv Typing/Keyboarding	TR	5:30pm-7:30pm	3 Martin 265C West Staff	
OAD-105 50	Prof Typing/Keyboarding	TR	5:30pm-7:30pm	3 Martin 265C West Staff	
OAD-203 50	Speed & Accuracy	TR	5:30pm-7:30pm	3 Martin 265 West Staff	
(Cortez Peters)					
OAD-223 50	Transcription Skills/Med Sec.	TR	5:30pm-7:30pm	3 Martin 265 West Staff	
OAD-224 50	Machine Transcription	TR	5:30pm-7:30pm	3 Martin 265 West Staff	
OAD-226 50	Med Machine Transcription	TR	5:30pm-7:30pm	3 Martin 265 West Staff	
OAD-228 50	Word Processing I/	MW	5:30pm-7:30pm	3 Martin 265D West Staff	
WordPerfect I					

**ORIENTATION**

ORT 100 01	Introduction to College	M	2:00pm-2:50pm	1 Martin 261 West Kempster	
*only receives .5 credit hrs for financial aid purposes					
ORT 100 02	Introduction to College	M	11:00am-11:50	1 Fredd 701 Merriweather	
*only receives .5 credit hrs for financial aid purposes					
ORT 100 03	Introduction to College	T	3:00pm-3:50pm	1 Martin 261 West Kempster	
*only receives .5 credit hrs for financial aid purposes					
ORT-100 50	Introduction to College	M	4:30pm-5:30pm	1 Martin 261 West Kempster	
*only receives .5 credit hrs for financial aid purposes					

**PARALEGAL**

PRL 100 01	Intro to Paralegal Studies	TR	10:15am-12:15pm	3 Martin 272 West Staff	
PRL-104 50	Legal Bib and Research	T	5:30pm-9:30pm	3 Martin 263 West Ryan	
PRL-109 50	Bankruptcy Law	M	6:00pm-7:15pm	1 Martin 243 West Ryan	

**PHILOSOPHY**

PHL 206 01	Ethics & Society	F	12:30pm-4:30pm	3 Martin 263 West Chapman	
PHL-206 50	Ethics & Society	R	5:30pm-9:30pm	3 Martin 263 West Chapman	

**PHYSICAL EDUCATION**

PED 103 01	Beginning Weight Training	MWF	8:30am-9:45am	2 Martin 164A West Norwood	
PED 103 02	Beginning Weight Training	MWF	8:30am-9:10am	1 Martin 164A West Norwood	
PED 103 03	Beginning Weight Training	TR	8:00am-10:00am	2 Martin 164A West Hawkins	
PED 103 04	Beginning Weight Training	TR	8:00am-9:00am	1 Martin 164A West Hawkins	
PED 103 05	Beginning Weight Training	MWF	10:15am-11:30am	2 Martin 164A West Sutton	
PED 103 06	Beginning Weight Training	MWF	10:15am-10:55am	1 Martin 164A West Sutton	
PED 103 07	Beginning Weight Training	TR	10:15am-12:15pm	2 Martin 164A West Emplaincourt	
PED 103 08	Beginning Weight Training	TR	10:15am-11:15am	1 Martin 164A West Emplaincourt	
PED 103 09	Beginning Weight Training	TR	12:30pm-2:30pm	2 Martin 164A West Harless	
PED 104 01	Intermediate Weight Training	MWF	8:30am-9:45am	2 Martin 164A West Norwood	
PED 104 02	Intermediate Weight Training	MWF	8:30am-9:10am	1 Martin 164A West Norwood	
PED 104 03	Intermediate Weight Training	TR	8:00am-10:00am	2 Martin 164A West Hawkins	
PED 104 04	Intermediate Weight Training	TR	8:00am-9:00am	1 Martin 164A West Hawkins	
PED 104 05	Intermediate Weight Training	MWF	10:15am-11:30am	2 Martin 164A West Sutton	
PED 104 06	Intermediate Weight Training	MWF	10:15am-10:55am	1 Martin 164A West Sutton	
PED 104 07	Intermediate Weight Training	TR	10:15am-12:15pm	2 Martin 164A West Emplaincourt	
PED 104 08	Intermediate Weight Training	TR	10:15am-11:15am	1 Martin 164A West Emplaincourt	
PED 104 09	Intermediate Weight Training	TR	12:30pm-2:30pm	2 Martin 164A West Harless	
PED 105 01	Personal Fitness	TR	12:30pm-2:30pm	2 Martin 164B West Holsonback	
PED 105 02	Personal Fitness	TR	12:30pm-1:30pm	1 Martin 164B West Holsonback	
PED 107 01	Beginning Aerobic Dance	MWF	10:15am-11:30am	2 Martin 164B West Underwood	
PED 107 02	Beginning Aerobic Dance	MWF	10:15am-10:55am	1 Martin 164B West Underwood	
PED 107 03	Beginning Aerobic Dance	TR	10:15am-12:15pm	2 Martin 164B West Sutton	
PED 107 04	Beginning Aerobic Dance	TR	10:15am-11:15am	1 Martin 164B West Sutton	
PED 118 01	Beginning General Cond	MWF	10:15am-11:30am	2 Martin 164C West Potts	
PED 118 02	Beginning General Cond	MWF	10:15am-10:55am	1 Martin 164C West Potts	
PED 119 01	Inter General Conditioning	TR	10:15am-12:15pm	2 Martin 164C West Potts	
PED 119 02	Inter General Conditioning	TR	10:15am-11:15am	1 Martin 164C West Potts	
PED 119 03	Inter General Conditioning	TR	12:10pm-2:40pm	2 Martin 164C West Green	
PED 119 04	Inter General Conditioning	TR	12:10pm-1:10pm	1 Martin 164C West Green	
PED 119 05	Inter General Conditioning	TR	2:45pm-4:45pm	2 Martin 164C West Collins	
PED 119 06	Inter General Conditioning	TR	2:45pm-3:45pm	1 Martin 164C West Collins	

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COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS ROOM	INSTRUCTOR
PED 123 01	Beginning Golf	MW	8:00am-9:15am	2 VA	Collins
PED 124 01	University Golf Course Intermediate Golf	TR	8:00am-9:15am	2 VA	Collins
PED 158 01	Intermediate Fencing	MW	11:00am-12:30pm	2 Martin Gym	Bizzoco
PED 171 01	Beginning Basketball	TR	8:00am-9:30am	2 Martin Gym	Staff
PED 172 01	Intermediate Basketball	TR	8:00am-9:30am	2 Martin Gym	Staff
PED 223 01	Meth Exercise/Wellness Inst.	MW	2:30pm-4:30pm	3 Martin 163 West	Green
PED 251 01	Varsity Basketball	M	2:00pm-3:00pm	2 Martin GYM	Cornelius
PED 252 01	Varsity Baseball	TBA	TBA	2 Martin	Sprowl
PED 253 01	Varsity Golf	TBA	TBA	2 VA	Collins
PED 254 01	Varsity Softball	T	2:00pm-3:00pm	2 VA	Ussery
PED 103 10	Beginning Weight Training	TR	12:30pm-1:30pm	1 Martin 164A West	Harless
PED 104 10	Intermediate Weight Training	TR	12:30pm-1:30pm	1 Martin 164A West	Harless

## EVENING

PED-101 50	Slimnastics I	MW	5:30pm-7:25pm	2 Martin 164B West	Khoury-Murphy
PED-101 51	Slimnastics I	MW	5:30pm-6:30pm	1 Martin 164B West	Khoury-Murphy
PED-102 50	Slimnastics II	TR	5:30pm-7:25pm	2 Martin 164B West	Khoury-Murphy
PED-102 51	Slimnastics II	TR	5:30pm-6:30pm	1 Martin 164B West	Khoury-Murphy
PED-103 50	Beginning Weight Training	TR	5:30pm-7:25pm	2 Martin 164A West	Norwood
PED-103 51	Beginning Weight Training	TR	5:30pm-7:25pm	1 Martin 164A West	Norwood
PED-104 50	Intermediate Weight Training	TR	5:30pm-7:25pm	2 Martin 164A West	Norwood
PED-104 51	Intermediate Weight Training	TR	5:30pm-7:25pm	1 Martin 164A West	Norwood
PED-107 50	Beginning Aerobic Dance	TR	7:30pm-9:25pm	2 Martin 164B West	Beck
PED-107 51	Beginning Aerobic Dance	TR	7:30pm-8:30pm	1 Martin 164B West	Beck
PED-118 50	Beginning General Cond	MW	5:30pm-7:25pm	2 Martin 164C West	Robertson
PED-118 51	Beginning General Cond	MW	5:30pm-6:30pm	1 Martin 164C West	Robertson
PED-119 50	Inter General Conditioning	TR	5:30pm-7:25pm	2 Martin 164C West	Livingston
PED-119 51	Inter General Conditioning	TR	5:30pm-6:30pm	1 Martin 164C West	Livingston
PED-223 50	Meth Exercise/Wellness Inst.	TR	5:30pm-7:25pm	3 Martin 163 West	Green

## PHYSICAL SCIENCE

PHS 112 60	Physical Science II	M-R	12:30pm-2:30pm	3 Martin 256 West	Vincent
	lab MWR 2:45-5pm Rm 256				

## PHYSICS

## FIRST SPLIT TERM

PHY 101 60	General Physics I	M-F	8:30am-10:00am	4 Martin 239E West	Fang
	lab MTW 12:30-2:30pm Rm 239E				

PHY 105 60	General Physics/w Calculus	M-F	10:15am-11:45am	4 Martin 239E West	Fang
	lab MTR 3-5pm Rm 239E				

## SECOND SPLIT TERM

PHY 102 70	General Physics II	M-F	8:30am-10:00am	4 Martin 239E West	Fang
	lab MTW 12:30-2:30pm Rm 239E				

PHY 106 70	General Phy with Calculus II	M-F	10:15am-11:45am	4 Martin 239E West	Fang
	lab MTR 3-5pm Rm 239E				

## POLITICAL SCIENCE

POL-211 50	American National Gov	MW	5:30pm-7:30pm	3 Martin 263 West	Staff
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## PSYCHOLOGY

PSY 107 01	Study Skills	MW	12:30pm-1:45pm	2 Martin 234 West	Staff
PSY 108 01	Stress Management	MW	4:00pm-5:15pm	2 Martin 163 West	Davis
PSY 200 01	General Psychology	MWF	8:30am-9:45am	3 Martin 272 West	Staff
PSY 200 02	General Psychology	TR	10:15am-12:15pm	3 Martin 263 West	Staff
PSY 210 01	Human Growth & Dev	TR	12:30pm-2:30pm	3 Martin 271 West	Staff
PSY-200 50	General Psychology	TR	5:30pm-7:30pm	3 Martin 271 West	Staff

## SECOND SPLIT TERM

PSY 200 70	General Psychology	M-F	10:15am-11:45pm	3 Martin 274 East	Jarrell
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## READING

RDG 084 01	Developmental Reading II	MTRF	8:30am-9:45am	4 Martin 221G West	Staff
RDG 085 01	Developmental Reading III	MTRF	8:30am-9:45am	4 Martin 223 West	Staff

## REAL ESTATE

RLS-286 50	Real Estate	MW	5:30pm-8:00pm	4 Martin 242 West	Turner
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## RECREATION

REC 231 01	Health Club/Wellness Manag	TR	12:30pm-2:30pm	3 Martin 164D West	Green
REC 232 01	Health/Fitness Man Internship	TR	12:30pm-2:30pm	3 Martin 164B West	Khoury-Murphy
	Instructor Training				
REC 290 01	Practicum in Recreation	TR	12:30pm-1:45pm	3 Martin 164B West	Khoury-Murphy
	Fitness Practicum				

## RESPIRATORY THERAPY

RPT 211 01	Adv Cardiopulmonary Care	MWF	9:00am-12:00n	6 Fredd 114	Spruell
RPT 212 01	Adv Cardiopulmonary Care	TR	9:00am-12:00n	2 Fredd 106	Rainey
	Lab				
RPT 212 02	Adv Cardiopulmonary Care	TR	1:00pm-4:00pm	2 Fredd 106	Rainey
	Lab				

## SOCIOLOGY

SOC 200 01	Introduction to Sociology	MWF	8:30am-9:45am	3 Martin 271 West	Staff
SOC 200 02	Introduction to Sociology	TR	2:45pm-4:45pm	3 Martin 274 West	Staff
SOC 247 01	Marriage & Family	TR	10:15am-12:15pm	3 Martin 261 West	Staff
SOC-200 50	Introduction to Sociology	MW	5:30pm-7:30pm	3 Martin 274 West	Harris

COURSE NUMBER	SECTITLE	DAY	TIME	CHS CAMPUS ROOM	INSTRUCTOR
SPH 107 01	Fund of Public Speaking	TR	12:30pm-2:30pm	3 Martin 237 East	Grote
SPH 116 02	Intro/Interpersonal Commun	MWF	12:30pm-1:45pm	3 Martin 237 East	Staff
SPH-107 51	Fund of Public Speaking	MW	5:30pm-7:30pm	3 Martin 237 East	Jolly
SPH-116 50	Intro/Interpersonal Commun	MW	7:40pm-9:40pm	3 Martin 237 East	Jolly

## FIRST SPLIT TERM

SPH 107 60	Fund of Public Speaking	M-F	8:30am-10:00am	3 Martin 237 East	Grote
SPH 108 60	Voice & Diction	M-F	8:30am-10:00am	3 Martin 238 East	Staff

## SECOND SPLIT TERM

SPH 107 70	Fund of Public Speaking	M-F	8:30am-10:00am	3 Martin 237 East	Grote
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## THEATRE

## FIRST SPLIT TERM

THR 113 60	Theatre Workshop I			1 Martin TBA	Staff
	1st class meets 5/28 room 151E 12:30pm				
THR 114 60	Theatre Workshop II			1 Martin TBA	Staff
	1st class meets 5/28 room 151E 12:30pm				
THR 120 60	Theatre Appreciation	M-F	10:15am-12:15pm	3 Martin 223 West	Staff
THR 126 60	Introduction to Theatre	M-F	10:15am-12:15pm	3 Martin 223 West	Staff
THR 213 60	Theatre Workshop IV			2 Martin TBA	Staff
	1st class meets 5/28 room 151E 12:30pm				
THR 214 60	Theatre Workshop V			2 Martin TBA	Staff
	1st class meets 5/28 room 151E 12:30pm				
THR 296 60	Directed Studies in Theatre			3 Martin TBA	Staff
	1st class meets 5/28 room 151E 12:30pm				

## TRAVEL &amp; TOURISM

TTM 181 01	Reservations/Ticketing/SABRE M		1:00pm-4:45pm	3 Martin 233 West	Swinney
	*only receives 1.5 credit hrs				

TTM 290 01	Travel & Tourism Practicum- Internship		TBA TBA	1 Martin 233 West	Swinney
	*receives 5-15 credit hrs				

TTM 290 02	Travel & Tourism Practicum- Internship		TBA TBA	3 Martin 233 West	Swinney
	*receives 5-15 credit hrs				

TTM-200 50	Travel Career Development	M	6:00pm-9:45pm	3 Martin 233 West	Swinney
	*only receives 1.5 credit hrs				
	for financial aid purposes				

## TRUCK DRIVING

TRK 101 01	Introduction to Truck Driving	M-F	9:00am-10:30am	3 Martin DTW	Warren
TRK 102 01	Long/Short Haul Vehicle Oper	M-F	12:30pm-1:50pm	3 Martin DTW	Warren
TRK 103 01	Prin. of Tran/Handling Cargo	M-F	10:55am-11:50am	3 Martin DTW	Warren

## WELDING

WDT 111 01	Basic Arc/Oxycutting Welding	M-F	8:00am-11:00am	6 Martin DTW	Pugh
	*only receives 5 credit hrs				
	for financial aid purposes				
WDT 113 01	Adv Arc Welding/SMAW	M-F	8:00am-11:00am	6 Martin DTW	Pugh
	*only receives 5 credit hrs				
	for financial aid purposes				
WDT 115 01	GMAW/FCAW/PAC	M-R	11:30am-3:15pm	6 Martin DTW	Pugh
	*only receives 5 credit hrs				
	for financial aid purposes				
WDT 117 01	Basic Gas Tungsten Arc Welding	M-R	11:30am-3:15pm	6 Martin DTW	Pugh
	*only receives 5 credit hrs				
	for financial aid purposes				
WDT 119 01	Pipe Layout/Fitting/SMAW	M-R	11:30am-3:15pm	6 Martin DTW	Pugh
	*only receives 5 credit hrs				
	for financial aid purposes				
WDT 120 01	Pipe Welding/SMAW	M-F	8:00am-11:00am	6 Martin DTW	Pugh
	*only receives 5 credit hrs				
	for financial aid purposes				
WDT 192 01	Industrial Appl in WDT	M-R	11:30am-3:15pm	1-6 Martin DTW	Pugh
WDT-111 50	Basic Arc/Oxycutting Welding	MTW	5:30pm-10:20pm	6 Martin DTW	Staff

## EVENING

WDT-113 50	Adv ARC Welding/SMAW	MTW	5:30pm-10:20pm	6 Martin DTW	Staff
WDT-115 50	GMAW/FCAW/PAC	MTW	5:30pm-10:20pm	6 Martin DTW	Staff
WDT-117 50	Basic Gas Tungsten ARC Welding	MTW	5:30pm-10:20pm	6 Martin DTW	Staff
WDT-119 50	Pipe Layout/Fitting/SMAW	MTW	5:30pm-10:20pm	6 Martin DTW	Staff
WDT-120 50	Pipe Welding/SMAW	MTW	5:30pm-10:20pm	6 Martin DTW	Staff

**PREREQUISITES:** Before you enroll in a course, you must satisfy all prerequisites (including ASSET scores) for that course. If you enroll in a course where you have not fulfilled all prerequisites, you may not receive credit for that course.





**LAURA McCRAY IS CROWNED  
1998 MISS SHELTON STATE**



**SHELTON STATE MARTIN CAMPUS**



**FORMER ALABAMA FIRST LADY MARSHA FOLSOM VISITS WITH  
JOYCE JOLLY AND RICK ROGERS DURING RECENT VISIT.**



**SHELTON'S BASKETBALL**



**DEAN BRITT TURNER READS TO THE CHILDREN IN SHELTON'S  
CHILD DEVELOPMENT CENTER**

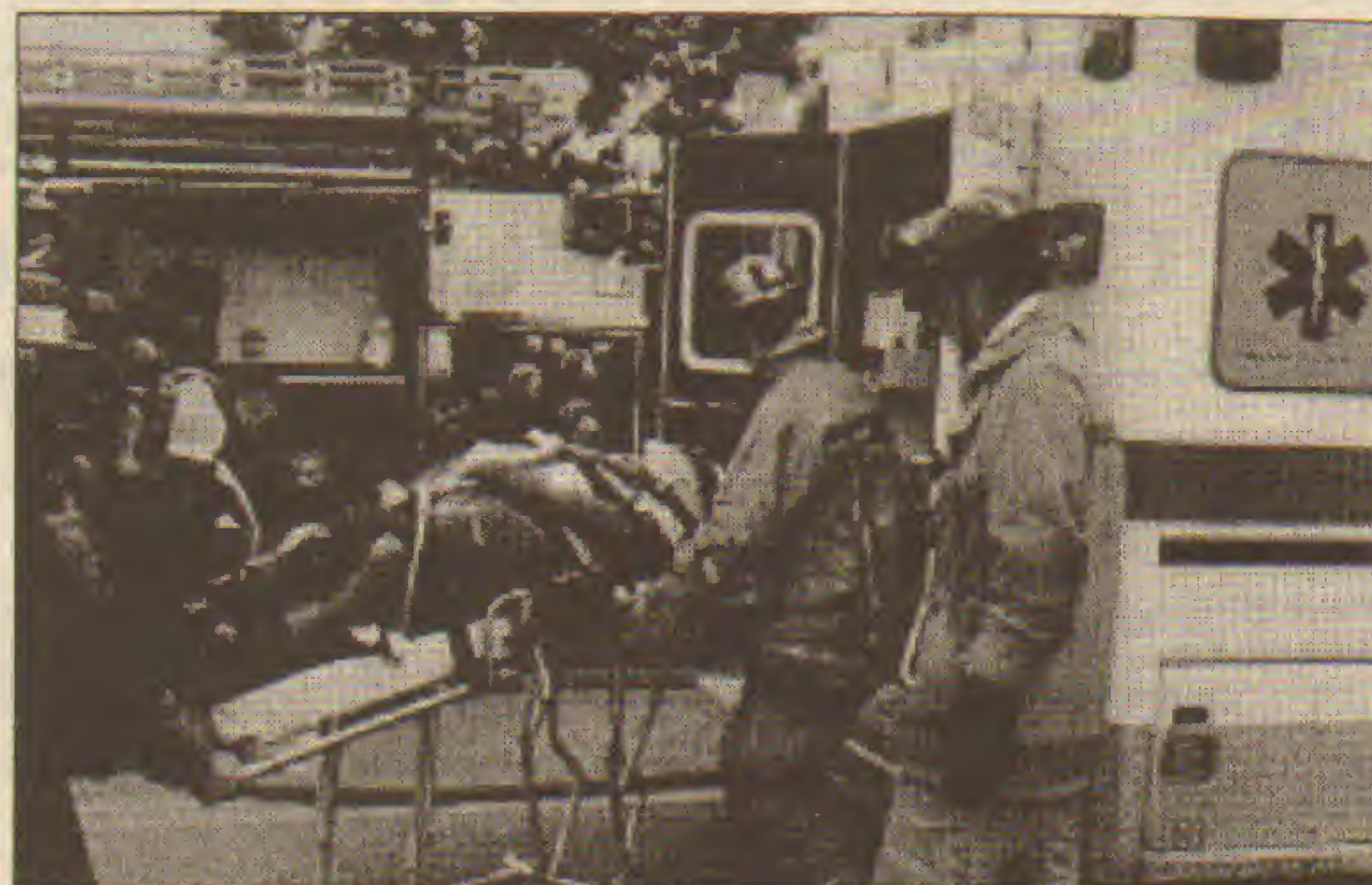
Photo: Shelton Courier



# EMERGENCY MEDICAL TECHNICIAN PROGRAM



*Interested in an  
exciting career  
as a paramedic?*



Through the EMT training you can become confident that if a medical emergency threatens, you can provide important emergency care in the critical early minutes of an emergency. EMT training is helpful to anyone regardless of occupation and especially to those who deal with people, such as teachers, physical therapists, sports medicine personnel, social workers and parents. The Program in Emergency Medicine, in addition to the EMT Basic, offers the Intermediate and Paramedic levels of training, which teaches advanced medical procedures.

The EMT course includes:

- ✕ Cardiopulmonary resuscitation (CPR)
- ✕ Patient-assist medication administration

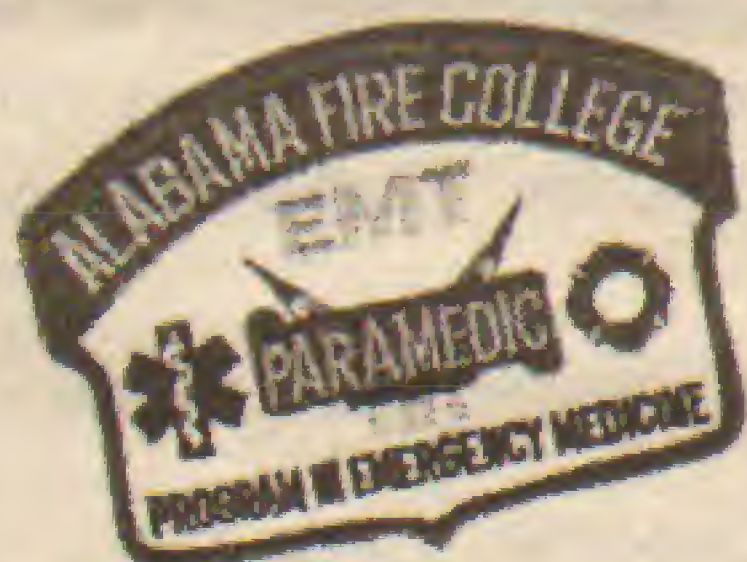
- ✕ Bandaging and splinting
- ✕ Assessing and treating emergency conditions
- ✕ Automatic external defibrillation

**Registration is April 15 – May 1, 1998**

**8:00 a.m. – 5:00 p.m.**

**Registration MUST be made at the Alabama Fire College 2105 Phoenix Drive, Tuscaloosa.**

However, if you are on a grant or receiving financial aid you must also make arrangements with the financial aid office at Shelton State Community College on Old Greensboro Highway to insure that all registry procedures have been fulfilled.



**To enroll in the  
EMT Basic course  
a student must:**

- ✕ Be 18 years of age
- ✕ Have a high school diploma or GED
- ✕ Have a current Alabama drivers license
- ✕ Provide ASSET scores or proof of test.
- ✕ Provide proof of a negative TB Test.

For more information, contact  
**Emergency Medicine**  
**Alabama Fire College**  
Phone 391-3777  
Monday – Friday 8-5

## SUMMER 1998 EMERGENCY MEDICINE CLASS SCHEDULE

EMS 140-01 EMS 141 EMS 142	} *	Basic/Day	Tue / Thu 9:00 am – 3:00 pm	New Campus Room 107
EMS 140-50 EMS 141 EMS 142	} *	Basic/Night	Tue / Thu 4:00 – 10:00 pm	New Campus Room 107
EMS 180-01 EMS 181 EMS 182	} *	Intermediate/Day	Tue / Thu 9:00 am – 2:00 pm	New Campus Room 110
EMS 180-50 EMS 181 EMS 182	} *	Intermediate/Night	Mon / Wed 5:00 – 10:00 pm	New Campus Room 110
EMS 183-50 EMS 186 EMS 189 EMP 240 EMP 241 EMP 242	} **	Intermediate Clinical/Night	Tuesday 5:00 – 10:00 pm	New Campus Room 110
EMP 243 EMP 244 EMP 245	} ***	Paramedic Didactic	Mon / Wed 5:00 – 10:00 pm	New Campus Room 102
EMP 246 EMP 247 EMP 248 EMP 249	} ***	Paramedic Clinical	Tuesday 5:00 – 10:00 pm	New Campus Room 102
		Paramedic Field Internship	Thursday 5:00 – 10:00 pm	New Campus Room 102

\* An additional 32 hours are spent in Field and Clinical Rotations.

\*\* An additional 280 hours are spent in Field and Clinical Rotations.

\*\*\* An additional 160 hours are spent in Field and Clinical Rotations.



# SHELTON STATE COMMUNITY COLLEGE

## CONTINUING EDUCATION SUMMER PROGRAM 1998

### REGISTRATION INFORMATION

To receive information on Continuing Education classes, telephone (205) 391-2386, or fax (205) 391-2316. For your convenience, three enrollment options are available: (1) credit payment by telephone, using MasterCard or VISA; (2) payment in person, office #117 on the Martin Campus; (3) payment by check or money order made payable to Shelton State Community College and mailed to:

Division of Continuing Education, Box 210  
Shelton State Community College  
9500 Old Greensboro Road  
Tuscaloosa, AL 35405  
Attn: June Hollingsworth

Enrollment is not official until payment is received. If your business or organization is paying the registration fee, please enclose a copy of the requisition form or other information that reflects your request for payment. If the course has been filled at the time the registration form and fee are received, your payment will be returned. Incomplete application forms will not be processed.

Name: _____		Sex: _____
Address: _____		
City: _____	State: _____	Zip: _____
Home Phone: _____	Work Phone: _____	Fax: _____
Social Security #: _____	Date of Birth: _____	
Driver's License #: _____	State: _____	
Car Tag #: _____	Car Make: _____	Model: _____
MasterCard #: _____	EXD: _____	
VISA #: _____	EXD: _____	
Class/es desired: _____		
Amount enclosed: _____		

### PARKING

A parking permit is required for everyone participating in Continuing Education classes. The permit will be mailed with your confirmation letter. If your registration is not received in time for a confirmation letter to be sent, you may come by the Division of Continuing Education, to pick up your permit. The permit must be placed on the right hand side of the dashboard of your car. In the event that your permit is misplaced, you will be required to purchase a replacement at your expense from the Business Office. All cars parked without a permit will be ticketed.

### CEU POLICY

Continuing Education Units (CEUs) are offered for many of the Continuing Education courses. One CEU is granted for each ten contact hours of class instruction. In order for a participant to qualify for the CEU, he/she must attend at least ninety percent of the classes and display an understanding of the information covered in the course.

### CANCELLATION POLICY

Class participants have three working days following the first class meeting to file a written request for a refund. The request should include name, address, telephone number and social security number; a statement regarding the reason for the request; course name and number; instructor's name and class meeting schedule. This deadline will not be extended under any circumstances. All registrations will automatically be refunded for class cancellations due to insufficient enrollment.

### TEXT BOOK RETURN POLICY

When purchasing your textbook, please do not remove the wrapper or write your name in the text until after the first class. This will prevent problems in returning the text in the event of class cancellation. Please make sure that you have purchased the correct text for your class before leaving the bookstore as refunds are not given unless a class cancels.

### TAX DEDUCTION

All expenses of Continuing Education professional development courses (including registration fees, travel, meals, and lodging) taken to maintain and improve professional skills are tax deductible. (Treas. Reg. 1.162-5 Coughlin vs. Commissioner, 203 F2d307.)

### CUSTOMIZED COURSES

Customized computer courses specifically designed to meet your needs may be contracted for your business, organization, or for groups. Year-round scheduling of hands-on, flexible, and affordable classes on campus or at your company site is offered. For more information, contact (205) 391-2360 - telephone, or (205) 391-2316 - fax.

## COMPUTERS

### WINDOWS 95 COMPUTER TRAINING

#### CEU 227-50 INTRODUCTION TO WINDOWS 95 I

Martin Campus W 244-E 1.5 CEU - 5 sessions

Registration is required by May 25, 1998.

Instructor: David Cooper Mon. June 1-29 6-9:15 p.m.

Max. 18 students Cost: \$99

Course description follows.

#### CEU 227-51 INTRODUCTION TO WINDOWS 95 II

Martin Campus W 244-E 1.5 CEU - 5 sessions

Registration is required by July 14, 1998.

Instructor: Dawn Godwin Tues/Thurs. July 21,28,30 Aug.4, 6 6-9:15 p.m.

Max. 18 students Cost: \$99

Keyboarding or the equivalent is a prerequisite for this course. The Windows 95 courses are identical in content, they are provided on different days for the convenience of student scheduling. This introductory course to Windows 95 will cover window basics to include exploring the windows desktop, working with disk organization, working with windows and menus, getting online help, managing files and folders, using windows explorer, starting applications, faxing, electronic mail and more. This course provides a foundation for beginning PC users and is encouraged as a prerequisite for other computer courses. Text: *WINDOWS 95 STEP BY STEP*, by Catapult, Inc. Please bring one 3.5" high density disk.

#### CEU 227-01 WINDOWS 95

Martin Campus W 244-E 1.2 CEU - 6 sessions

Registration is required by May 25, 1998.

Instructor: Anthony Flannigan Mon/Wed. June 1 - 17 2-4 p.m.

Max. 18 students Cost: \$60

This course is the same as the other introduction to Windows 95 courses but will be held for a shorter period of time covering window basics including exploring the windows desktop, working with disk organization, working with windows and menus, getting on line help, managing files and folders, using windows explorer and other information as time allows. Please bring one 3.5" high density disk. Text: TBA.

#### CEU 228 ONE DAY COMPUTER SEMINARS WINDOWS 95

Martin Campus W 244-E .6 CEU 9 a.m. - 4 p.m.

Max. 16 students. Cost: \$75

CEU 228-01	Fri. May 29	Level I for Windows 95	Preregister by May 22
CEU 228-02	Fri. June 5	Level I for Word for Windows 95	Preregister by May 29
CEU 228-03	Fri. June 12	Level I for Excel for Windows 95	Preregister by June 5
CEU 228-04	Fri. June 19	Level I for Internet	Preregister by June 12
CEU 228-05	Fri. June 26	Level I for Windows 95	Preregister by June 19
CEU 228-06	Fri. July 10	Level I for Quickbooks Pro	Preregister by July 2
CEU 228-07	Fri. July 17	Level II for Word for Windows 95	Preregister by July 10
CEU 228-08	Fri. July 24	Level II for Windows 95	Preregister by July 17
CEU 228-09	Fri. July 31	Level II for Quickbooks Pro	Preregister by July 24
CEU 228-10	Fri. Aug. 7	Level II for Excel for Windows 95	Preregister by July 31

Each one day seminar is a condensed course in the Windows 95 environment designed for those who do not have time to invest in a full course but need to develop computer skills, or for those who want a refresher course. Level I classes are introductory courses with Level II taught on a more intermediate level. Bring one high density disk. Each one day seminar is a condensed course in the Windows 95 environment designed for those who do not have the time to invest in a 3.5" disk. The computers are on-line for the use of each class participant.



**CEU 233-50 BASIC INTERNET**

Martin Campus W 244-E 1.2 CEU - 4 sessions

Registration is required by May 27, 1998.

Instructor: Anthony Flannigan Wed. June 3 - 24 6-9:15 p.m.

Max. 12 students Cost: \$99

Learn about the Internet and going online, E-mail and LISTSERV in this course. Also explore the Web, Web Sites, and The Future. In no time you will maneuver through the Internet with ease. Text: TBA.

**CEU 106-50 INTRODUCTION TO COREL WORDPERFECT FOR WINDOWS 95**

Martin Campus TBA 1.5 CEU - 5 sessions

Registration is required by July 2, 1998. Max. 18 students Cost: \$99

Instructor: Helen Sides Thurs. July 9 - Aug. 6 6-9:15 p.m.

Prerequisites for this course include keyboarding and an introduction to Windows course or the equivalent. Learn to use this popular word processing software package in the Windows 95 environment. Topics include basic Windows concepts such as print/print preview, save, open retrieve, cursor movement, date command, editing, selecting text, move/copy, speller/thesaurus/Grammatik, merge, and use of the mouse. Formatting will also be covered including margins, tabs, centering, flush right, underline, bold, justification, line spacing, page numbering, indenting, page breaks, and reveal codes. All the necessary information for word processing will be covered in this course. Text: *COREL WORDPERFECT SUITE 8 INTEGRATED COURSE* by Eisch, Beauman & Blake. Please bring one high density 3.5" disk.

**CEU 128-50 INTRODUCTION TO MICROSOFT WORD FOR WINDOWS 95 I**

Martin Campus W 244-E 1.8 CEU - 6 sessions

Registration is required by May 26, 1998. Max. 18 students Cost: \$99

Instructor: Martha Shirley Tues. June 2 - July 7 6-9:15 p.m.

Prerequisites for this course include keyboarding and an introduction to Windows or the equivalent. Word for Windows is the most powerful word processor written by Microsoft for the Windows environment. Topics include opening, closing, saving, previewing, and printing documents; bullets and numbering; fonts; character and paragraph settings; move/copy; search/replace; mouse movement; speller, thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers/footers; page numbering; time and date key; document views; selecting text; scroll bars; pagination; shortcut keys, inserting files and graphics. Text: *MICROSOFT WORD FOR WINDOWS 95 SMART START*, by Jerry Horazdovsky and Jodi Jensen. Please bring one high density 3.5" disk.

**CEU 128-01 WORD FOR WINDOWS 95**

Martin Campus W 244-E 1.8 CEU - 6 sessions

Registration is required by July 6, 1998. Max. 18 students Cost: \$99

Instructor: Anthony Flannigan Mon/Wed. July 13 - 29 2-4 p.m.

Prerequisites for this course include keyboarding and introduction to Windows or the equivalent. Included in the instruction are such topics as opening, closing, saving, and printing documents; bullets and numbering, fonts; character and paragraph settings; move/copy, search/replace; mouse movement; speller, thesaurus and grammar check; glossaries and macros; document merge; tabs and indents and more as time permits. Please bring one 3.5" high density disk.

**CEU 132-50 INTRODUCTION TO MICROSOFT EXCEL FOR WINDOWS 95**

Martin Campus W 244-E 1.8 CEU - 6 sessions

Registration is required by May 28, 1998. Max. 18 students Cost: \$99

Instructor: Richard Carroll Thurs. June 4 - July 16 (skip July 2) 6-9:15 p.m.

Microsoft Excel is a powerful spreadsheet program which performs financial, mathematical and logical functions displaying and linking multiple spreadsheets. You will learn to add emphasis to numeric data on the screen and to print documents by adding borders, boxes, shading and more. The class will concentrate on work sheets, working with ranges, using functions, editing, moving & copying data, graphing, project-costing, commands and non-command macros, and linking spreadsheets. Text: *POWER USERS GUIDE TO EXCEL FOR WINDOWS 95 NT*, by Mary Terese Cozzola & Dr. Ed Martin. Please bring one 3.5" high density disk.

**CEU 151-50 KEYBOARDING**

Martin Campus TBA 1.8 CEU - 6 sessions

Registration is required by May 21, 1998. Max. 18 students Cost: \$85

Instructor: Eva Lee Plyler Thurs. May 28 - July 2 6-9:15 p.m.

Learn to use a keyboard to prepare for data/word processing machines and computers. If you have never had any keyboard experience or typing training and need to learn in a short period of time, this course is for you. Alphabetic keys, numbers and common symbols will be covered. Drills and exercises will be utilized with speed and accuracy recorded. This course will help you to learn the touch typing system.

**CEU 231-50 INTRODUCTION TO QUICKBOOKS PRO**

Martin Campus W 244-E 1.8 CEU - 6 sessions

Registration is required by June 29, 1998. Max. 18 students Cost: \$99

Instructor: Scott Whisenant Mon. July 6 - Aug. 10 6-9:15 p.m.

Prerequisite for this course is a basic understanding of accounting. This course offers a checkbook format for computerized accounting. Included in the training will be instruction regarding establishing accounts; creating company lists for employees, jobs and vendors; customizing fields; establishing product inventory records, ordering, receiving and paying for inventory; tracking and paying sales tax, doing payroll with Quickbooks, time tracking, job costing, and more. Please bring one 3.5" high density disk.

**CEU 173-50 INTRODUCTION TO ACCESS**

Martin Campus W 244-E 1.8 CEU - 6 sessions

Registration is required by June 24, 1998. Max. 18 students Cost: \$99

Instructor: Martha Shirley Wed. July 1 - Aug. 5 6-9:15 p.m.

Prerequisites for this course include knowledge of Windows and word processing. Discover this database management system for the Windows environment. Define database forms and worksheets, customize forms, enter and edit data. Learn to use tables, finding, editing, query, and macros; develop the form specifically designed to meet your report needs and data charts. Please bring one 3.5" high density disk. Text: TBA.

**CHILD DEVELOPMENT CERTIFICATE PROGRAM**

This program is designed to prepare students for employment in preschool programs. Emphasis is placed on developing competency in guiding the experience of preschool children. Graduates may be employed as teacher assistants in public kindergartens or as teachers or directors in private preschool programs. Early Education Required Courses for this program include: Introduction to Child Care; Principles of Child Growth & Development; Creative Experiences for the Preschool Child; Children's Literature and Language Development; Methods & Materials of Teaching Preschool Children; Health, Safety and Nutrition for the Young Child; Program Planning for Young Children; and Supervised Practica Experiences (taken during the last semester). Elective courses include Infant & Toddler Programs, Early Education and the Exceptional Child, and Administration of Programs for Young Children. The Child Development Certificate is a twenty-six (26) semester hour training.

**CHD 104-50 METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN**

Martin Campus E 241 3 credit hours Cost: \$130.50

Registration is handled through regular registration.

Instructor: Beverly Cook Mon. June 1 - Aug. 3 5:30 - 8:30 p.m.

This course identifies the basic methods and materials used in teaching young children. Students will compile a professional resource file of activities used for teaching math, language arts, science and social studies concepts. Scheduled observations and participation with young children is required. Text: *Exploration with Young Children*, by Anne Mitchell.



**CHD 215-50 SUPERVISED PRACTICAL EXPERIENCE**

Martin Campus E 221 3 credit hours

Registration is handled through regular registration. Cost: \$130.50

Instructor: Carolyn Edwards Thurs. May 28 - Aug. 6 5:30 - 8:30 p.m.

This course may only be taken by those students who are completing the Child Development Certificate Program, therefore permission of the instructor is required. Content of this course includes a supervised experience in an approved program for young children. The class will meet weekly to report on assignments. Included in the required activities of this experience are lesson plans, development of a parent's newsletter, practice teaching experience and other experiences necessary to prepare for qualified instruction. The coordinator of the program will place the student who will be supervised jointly by the teacher and the college instructor. Text: TBA.

**REAL ESTATE CONTINUING EDUCATION**

Instructor: TBA Location: Martin Campus W 222 6-9 p.m. Cost: \$25  
Each of the following courses offer three hours of instruction to meet the required contact hours for the Alabama Real Estate Board.

<b>RECAD</b>	Tues. June 9	6-9 p.m.
<b>RECAD</b>	Mon. July 6	6-9 p.m.
<b>RECAD</b>	Thurs. Aug. 13	6-9 p.m.

<b>LICENSE LAW</b>	Mon. June 22	6-9 p.m.
<b>LICENSE LAW</b>	Wed. July 15	6-9 p.m.
<b>LICENSE LAW</b>	Tues. Aug. 18	6-9 p.m.

<b>HANDLING TRUST FUNDS</b>	Thurs. June 18	6-9 p.m.
<b>HANDLING TRUST FUNDS</b>	Tues. July 21	6-9 p.m.
<b>HANDLING TRUST FUNDS</b>	Wed. Aug. 5	6-9 p.m.

<b>FAIR HOUSING</b>	Wed. June 3	6-9 p.m.
<b>FAIR HOUSING</b>	Thurs. July 30	6-9 p.m.
<b>FAIR HOUSING</b>	Tues. Aug. 11	6-9 p.m.

**APPRAISAL CONTINUING EDUCATION**

USPAP TBA

**PROFESSIONAL DEVELOPMENT**

**CEU 166-50 PROFESSIONAL BUSINESS COMMUNICATIONS**

Martin Campus W 235 4 sessions 1 CEU

Registration is required by June 2, 1998. Cost: \$98

Instructor: Santha Meredith Tues. June 9 - June 30 6:30 - 9 p.m.

Fine-tune your business communications technique for clarity, courtesy, and concision. Highlight goals, standards, styles, and forms for professional communications including internal and external letters, reports, memorandums, e-mail, voice mail, formal and informal presentations, etc. Learn quick ways to boost your writing and speaking authority, plus easy tips for avoiding the most common communications errors. Address the impact of EEOC legislation on writing in the 90's workplace, including revision of gender exclusive language as a means to reduce professional exposure and convey a more progressive corporate image. "A must for independent business people, pro-active managers, and extrospective executives." Text: *HOW 8, A Handbook for Office Workers*, 8<sup>th</sup> Edition, by Clark & Clark.

**CEU 306-50 BASIC SUMMER FLORAL DESIGN**

Martin Campus W 193 1.2 CEU - 6 sessions

Registration is required by May 25, 1998.

Instructor: Randy Howell Mon. June 1 - July 6 6 - 8:15 p.m.

Max. 20 students Cost: \$65

This course will teach you basic principles in floral design centered around summer themes including balance, stability, proportion, rhythm, and harmony as well as the elements of line, form, and texture. Information regarding containers, conditioning, and handling will assist in the development of outstanding techniques in floral design. The first class will be an informational demonstration. In each remaining session, participants will receive guidance in the design of a floral creation. Supplies are in addition to the cost of the course and are to be purchased independently.

**CEU 219-50 ADVANCED FLORAL DESIGN**

Martin Campus W 193 1.2 CEU - 6 sessions

Registration is required by July 6, 1998. Max. 20 students Cost: \$65

Instructor: Randy Howell Mon/Wed July 13, 20, 27, 29, Aug. 3 & 5

Prerequisites for this course include Basics in Floral Design and Intermediate Floral Design. Continue in the development of outstanding technique in floral design. Concentration will be placed on further development of the fundamentals, flower and leaf form, designs, balance and symmetry. The level of skill will be increased resulting in marvelous decorating results. Classes include observation and hands-on experience in decorating with floral techniques. Register early to assure your place. Supplies are in addition to the cost of the course and are to be purchased independently.

**CEU 156-50 INTERMEDIATE SIGN LANGUAGE**

Martin Campus E CF #1 1.6 CEU - 8 sessions

Registration is required by June 1, 1998. Cost: \$65 Max. 15 students

Instructor: Vickie Brown Mon. June 8 - July 27 6-8:15 p.m.

Prerequisite for this course is a beginning sign language class or the equivalent. This course advances beyond the introductory level to improve conversational skills by increasing vocabulary and teaching sign language grammatical features. Participants will study sign language skills to include facial expressions, use of space, and classifiers, as well as increasing fluency and confidence in communication and translation. Text: *THE JOY OF SIGNING*, 2nd Edition by L. Riekehof.

**CEU 313-50 SPORTS OFFICIATING - BASEBALL**

Martin Campus E 131A 1.2 CEU - 6 sessions

Registration is required by June 8, 1998. Cost: \$79

Instructor: Larry Gray Mon. June 15 - July 20 6-8:15 p.m.

This course is designed to teach the rules, techniques and mechanics of officiating baseball on the high school and college level. Successful completion of this course will prepare an individual for an opportunity to officiate in the sport of baseball. Included in the training will be lecture and hands-on participation. A certificate of completion will be awarded to all who qualify. Text: *1998 National Federation for State High School Associations Baseball Rule Book*, by Bradley A. Rumble.

**CEU 314-50 SPORTS OFFICIATING - BASKETBALL**

Martin Campus E 131A 1.2 CEU - 6 sessions

Registration is required by June 9, 1998. Cost: \$79

Instructor: Larry Gray Tues. June 16 - July 21 6-8:15 p.m.

This course is designed to teach the rules, techniques and mechanics of officiating basketball on the high school level. Successful completion of this course will prepare an individual for an opportunity to officiate in the sport of basketball. Included in the course will be lecture and hands-on participation. A certificate of completion will be awarded to all who qualify. Text: *1998 National Federation of State High School Associations Basketball Rule Book*.



**FINANCIAL MATTERS****CEU 172-50 SUCCESSFUL INVESTING & MONEY MANAGEMENT**

Martin Campus E 255 3 sessions

Registration is required by June 8, 1998.

Instructor: Dean Gambrell, Sr. Mon. June 15-29 6-9:30 p.m. Cost: \$79

This class covers the latest strategies and time-tested investment basics to help you successfully plan your financial future. Topics covered in the course include cash reserves, tax deferred fixed annuities, corporate & municipal bonds, common & preferred stock, mutual funds, 401(k) plans, 405 (b) tax-sheltered annuities, tax deferred variable annuities, insurance and estate planning, to mention a few. A colorful 157 page workbook is included in the cost of this course. You may bring your spouse at no additional charge, however only one workbook will be provided. A free consultation is available at the conclusion of this course.

**CEU 235-50 FINANCIAL STRATEGIES FOR A SUCCESSFUL RETIREMENT**

Martin Campus E 254 4 sessions

Registration is required by June 11, 1998. Cost: \$79

Instructor: Dean Gambrell, Sr. Thurs. June 18- July 9 6-8:30 p.m.

Retirement is a financial disaster for a majority of Americans. Designed for those 50-67 years of age, this course will prepare you to meet the challenges successfully. Topics included in this course are the seven major objectives of retirement planning, nine reasons people fail to capitalize on their retirement years, putting your dollars to work with compound interest, company retirement plans, pension benefit options, IRA's, savings and cash reserves, tax-deferred annuities, corporate and treasure bonds, nine steps to retirement success, stock, mutual funds, asset allocation, risk management and more. A colorful 179 page workbook is included in the cost of this course. You may bring your spouse at no additional charge, however only one workbook will be provided. A free consultation is available at the conclusion of this course.

**CEU 312-01 LIFELONG FINANCIAL SUCCESS - A Seminar for Retirees**

Martin Campus W 213 4 sessions

Registration is required by July 6, 1998. Cost: \$79

Instructor: Dean Gambrell, Sr. Mon. July 13 - Aug. 3 1-3:30 p.m.

This course is designed for people who have retired from full-time employment who wish to maintain or improve their standard of living by expanding their money management knowledge. Each session of the seminar examines the details of a financial issue that is crucial to maintaining financial independence. Course topics include risk and investments, tax planning, long-term care, and estate planning. You will be equipped with the facts needed to face the changes in Social Security, savings and investment returns, long-term care financing, and tax regulations. As life expectancies increase, retirees who are educated in money management strategies will be able to make informed decisions and reap the rewards for themselves and their families. Besides the instruction, each attendee receives a colorful 307 page workbook, a personal financial data booklet, and a personal one-to-one consultation after the final classroom session. Spouses may attend free of any additional cost when sharing the seminar materials.

**CEU 311-50 DEBT-FREE & PROSPEROUS LIVING SEMINAR**

Martin Campus E 254 1 session

Registration is required by July 14, 1998.

Instructor: Phil Lestmann Tues. July 21 6-9 p.m.

Cost: \$29 (\$39 for you and your spouse)

This is a hands-on workshop that teaches you how to pay off your credit debt in 1-2 years and your mortgage (if you have one) in 3-4 years. This will free you to take the money now being used to pay your debts and build over one million dollars in wealth, all in the same amount of time it normally would have taken to pay off your mortgage! Topics include the prioritizing of your bills with a unique system, learning to avoid common pitfalls for proper financial management, and how to operate 100% on cash even in emergencies to quickly build retirement wealth. A \$5 materials fee will be collected by the instructor the night of the seminar and you may also purchase a \$39 optional textbook.

**PERSONAL INTEREST****CEU 308-50 BASIC HORSE CARE**

Hope Farm 6 sessions

Registration is required by May 21, 1998. Cost: \$75

Instructor: Lynne Day Thurs. May 28 - July 2 6-9 p.m. (approximately)

Those who have just purchased a horse or desire to become a horse owner will benefit tremendously from this introductory course in proper equine management. Topics to be covered will include field care - fencing, watering, mineral blocks hay, etc.; veterinarian - colors, markings, yearly shots, teeth; shoeing and your farrier - how often, working with your blacksmith, daily feet maintenance; feed and hay; stall care - grooming, bedding; safety and tack care. Classes will be held at Hope Farm to provide hands-on training. Appropriate barn attire is required, i.e. long pants/jeans and boots or shoes of similar type. TEXT: *The Horse*, by Julie Brega.

**CEU 236-50 INTRODUCTION TO ANTIQUES**

Martin Campus E 254 6 sessions

Registration is required by June 22, 1998. Cost: \$65

Instructor: Charles Snowden Mon. June 29 - Aug. 3 6-8:15 p.m.

This class is designed for those interested in antiques. Covered in the course will be information regarding the identification, purchase, care, repair, appraisal, and insurance of antique furniture and accessories, as well as a discussion of metals, ceramics, glass, textiles, stone and paper.

**CEU 309-50 BASIC FURNITURE STRIPPING**

Martin Campus W 194 2 sessions

Registration is required by June 1, 1998.

Instructor: Charles Snowden Mon. June 8 &amp; 15 6-8:15 p.m. Cost: \$39

This course will teach basic information regarding furniture stripping covering such topics as chemicals; tools; safety; and various techniques for dealing with varnish, lacquer, paints, and polyurethane. Also included will be basic information regarding applying the final finishes. This is not a hands-on course but will consist of demonstrations and lectures. Question and answer time will be a part of each class meeting.

**CEU 277-50 CHORD STYLE PIANO WORKSHOP**

New Campus, Music Dept. 1 session

Registration is required by June 8, 1998.

Instructor: David Haynes Mon. June 15 6-9 p.m. Cost: \$50

Learning to play the piano need not be a tortuous regiment of scales, exercises, note reading, counting, and theory. It can be a simple matter of taking a few hours to learn how to play the piano the way the pros do with chords. You will be provided a 60-minute cassette tape to assist you in learning to play several songs right away. This is a beginning course in chord piano techniques that will have you playing all of your favorite songs with both hands after this one session. ABILITY TO READ TREBLE CLEF RECOMMENDED. A free pamphlet on reading treble clef is available through the instructor. Topics include: how chords work in music; musicians' shortcuts; how to speed read sheet music; how to derive all major, minor and seventh chords; how to handle different keys and time signatures; simple techniques of counting; and how to substitute for 12,000 complex chords. The registration fee includes workbook and a 60-minute practice cassette.

**CEU 299-50 HOW TO PLAY THE PIANO BY EAR**

New Campus, Music Dept. 1 session

Registration is required by June 9, 1998.

Instructor: David Haynes Tues. June 16 6-9 p.m. Cost: \$55

The prerequisite for this course is the Chord Style Piano Workshop or the equivalent. Learn one of music's deepest mysteries: how to play songs without relying on music. A very practical presentation of music theory that includes predicting chord progressions, learning from recordings, and transposing—all expressed in everyday language. This is an ideal follow-up to "Chord Style Piano" and is open to anyone who has a basic understanding of chords on any instrument. Expand your musical horizons, free yourself from sheet music dependence, and be the life of the party! Prior experience with chords is recommended. Topics included in the presentation are: how to find the starting note; how to determine when chords change; how to predict the chord progression; how chords help you find the correct melody; how to learn songs from recordings in all keys; how to transpose; the Universal Key Signature; how to use the Circle of Fifths; and how to recognize the most common chord patterns. The registration fee includes a workbook and a 60-minute practice cassette.



**NEW CEU 310-50 CREATING A NOVEL FROM SCRATCH**

Martin Campus W 213 1 session

Registration is required by June 11, 1998.

Instructor: Michael Garrett Thurs. June 18 9 a.m. - 4 p.m. Cost: \$75

This course will demonstrate step-by-step development procedures to help you produce a marketable novel. Under the guidance of a professional editor, you will "brainstorm" with your fellow students to develop a novel outline, create a cast of characters, decide which point of view and structural form are most appropriate, write the opening scene, and even formulate a marketing plan. You will be amazed by the quality of the storyline you'll help develop and how the techniques utilized are adaptable to your own work. Writing a novel will become a far more manageable task. Topics to be covered include: why marketing decisions should be made before you write; how editors evaluate submissions; how to structure a plot for maximum impact; how to determine which publishers should be most receptive and novel characteristics to which editors will be most receptive. Lunch is on your own, but you will be invited to dine with the instructor to continue the discussion over lunch. For more information regarding workshop content, see the instructor's web site at <http://home.earthlink.net/~mgteach>.

**CEU 287-01 SHORT STORY AND NOVEL CRITIQUE**

Martin Campus W 213 1 session

Registration is required by June 11, 1998.

Instructor: Michael Garrett Thurs. June 18 6-9 p.m. Cost: \$50

Most short story and novel submissions are rejected within the first few pages; editors rarely read every word submitted, and their rejection slips seldom explain why your manuscript fell short. Here's an opportunity to sit face-to-face with a professional fiction editor as he evaluates your submission. He will tell you why he would have rejected your work and what you can do to correct the problem. Bring two copies of the first five pages of your manuscript to class. If you prefer not to have your own writing reviewed, you will learn by listening to other critiques. Topics for discussion include: how editors evaluate submissions; proven methods to capture an editor's attention; aspects of an editor's job that all writers should know; the most common reasons for manuscript rejection; manuscript format and submission techniques; and marketing short stories versus novels. For more information regarding workshop content, see the instructor's web site at <http://home.earthlink.net/~mgteach>.

**CEU 242-01 SHELTON RSVP SINGERS**

Martin Campus E 132-P

Registration is required by May 25, 1998. Cost: \$25

Instructor: Benny Russell Mon. June 1 - Aug. 3 12 - 1 p.m.

If you enjoy music and would like to participate in lifting the spirits of others, this course is for you. Each week a rehearsal of favorite songs will be held from 12-1 p.m. with a performance following from 2-3 p.m. at various locations around the community. FOCUS provides transportation for those who would be willing to offer a few volunteer hours in return. Come join the fun!

**CEU 238-50 SHELTON FACULTY & STAFF SUPER CIRCUIT**

Martin Campus W 164-C

Registration is required by May 25, 1998.

Mon/Wed. June 1 - August 3 4-6 p.m. Cost: \$35

This course has been designed for the faculty and staff at Shelton State to encourage physical health. It is a body toning and aerobic conditioning class using nautilus equipment and is designed for overall conditioning and muscle development as well as weight maintenance and osteoporosis prevention. As your work schedule allows, come in and rotate from one piece of equipment to another to receive a great body workout.

**YOUTH PROGRAMS**

**CEU 107 KIDS' KOLLEGE - AN ACADEMIC ENRICHMENT PROGRAM**

Martin Campus June 22 - July 9 M/T/W/TH 12 sessions

12:30 - 2:00 p.m. 2:10 - 3:40 p.m. 3:50 - 5:20 p.m.

Cost: \$145 per course

Deadline for registration is June 8, 1998.

Quality academic enrichment experiences for students beginning with those who have completed first grade are available through this program in the areas of reading enrichment, math enrichment, study skills, science enrichment, creative

writing, speed reading, keyboarding, basic computer, English, algebra readiness, algebra enrichment, and geometry readiness. Enrollment is limited to twelve students per class. Each session will last for 1 ½ hours each day and provide stimulating interaction for exciting learning results. Preregistration is required. A minimum enrollment of five students is necessary for each class to be held. A theme related approach will be used in the first through ninth grade curriculum. Students are placed in the classes on the basis of grade completed. The students enrolled in the reading and math curriculum will be assessed prior to the beginning of the classes so that the instructor will be aware of where concentration should be placed during the course to bring the maximum results for each student. The materials fee is included in the tuition. A partial payment of \$75 per child per course should be submitted with registration information with the remaining balance due by June 15, 1998. For more information contact the Division of Continuing Education (205) 391-2360. Deadline for registration is June 8, 1998.

12:30 - 2:00 p.m.

Reading Enrichment Grades 1-2  
Reading Enrichment Grades 7-8  
Science Enrichment Grades 3-4  
Math Enrichment Grades 1-2  
Geometry Readiness  
Algebra Readiness  
Creative Writing Grades 5-6  
Keyboarding Grades 5-9

2:10 - 3:40 p.m.

Reading Enrichment Grades 3-4  
Science Enrichment Grades 5-6  
Math Enrichment Grades 5-6  
English Enrichment Grades 7-8  
Algebra Enrichment  
Creative Writing Grades 7-8  
Basic Computer Grades 5-9  
Math Enrichment Grades 7-8

3:50 - 5:20 p.m.

Reading Enrichment Grades 5-6  
Study Skills Grades 6-8  
Speed Reading Grades 5-8  
Science Enrichment Grades 7-8  
Math Enrichment Grades 3-4  
English Enrichment Grades 5-6

**CEU 107-01 Reading Enrichment Grades 1-2** The children will enjoy reading and related activities with concentration placed on vocabulary, reading skills and fun with literature.

**CEU 107-02 Reading Enrichment Grades 3-4** The children will enjoy reading and related activities focusing on vocabulary, comprehension, reading skills and fun with literature.

**CEU 107-03 Reading Enrichment Grades 5-6** Reading is fun opening a world of adventure for children to explore. Children will enjoy reading and related activities focusing on vocabulary, comprehension, reading skills and fun with literature.

**CEU 107-04 Reading Enrichment Grades 7-8** Developing a love for reading is an asset for anyone as a variety of interests become available for exploration. Children will enjoy reading and related activities focusing on vocabulary, comprehension, and development of interest in literature.

**CEU 107-05 Study Skills Grades 6-8** Concentration will be placed on developing organizational skills, strengthening study habits, strengthening test taking skills, note taking, outlining, facts vs opinion, comparing and contrasting and more.

**CEU 107-06 Science Enrichment Grades 3-4** Exciting projects and experiments will spark the interest and imagination of children and encourage a love for science.

**CEU 107-07 Science Enrichment Grades 5-6** Budding scientists will emerge through the stimulating experiments and activities that teach using proper scientific technique and procedure.

**CEU 107-08 Science Enrichment Grades 7-8** Science is an adventure with each activity and experiment. Students will learn to apply proper technique to the scientific inquiry, stimulate the inquisitive mind and observe results. Exploration in science opens a world of adventure to the inquiring mind.

**CEU 107-09 Geometry Readiness** This course is designed for students preparing to take geometry during the coming school year to reinforce foundational skills and develop self confidence to enhance performance in the course.

**CEU 107-10 Algebra Readiness** Students preparing to take Algebra I will benefit from this course that reviews the skills needed for a successful adventure in Algebra.

**CEU 107-11 Creative Writing Grades 5-6** This course is designed to encourage children to enjoy writing, releasing the genius within them. The ability to communicate is so important for so many areas of life. This course will encourage students to express themselves in poetry, prose, narrative and expository writing. Students will develop self-confidence in their self-expression and enhance their writing skills.



**CEU 107-12 Creative Writing Grades 7-8** This course is designed to encourage children to enjoy writing, releasing the Creative genius within them. The ability to communicate is so important in all aspects of life. This course will encourage students to express themselves in poetry, prose, narrative and expository writing. Students will develop self-confidence in self-expression and enhance their writing skills.

**CEU 107-13 Keyboarding Grades 5-9** Learning to type is fun with a computerized program that uses games and activities to teach and reinforce the location of the keys, proper finger placement and the keyboard. Each exercise provides a report of speed and accuracy at the completion to provide a constant reinforcement of progress. Students will learn to type and enjoy the experience.

**CEU 107-14 Basic Computer Grades 5-9** Use of the computer is becoming a necessity today. This course is designed to teach basic computer information to students and provide very beginning word processing. Knowledge of keyboarding would be helpful to those taking this class.

**CEU 107-15 Math Enrichment Grades 1-2** Using games and fun activities, this course will concentrate on the development of addition and subtraction skills, counting, telling time by the hour and half hour, place value, and counting money.

**CEU 107-16 Math Enrichment Grades 3-4** Math is fun for children when incorporated into games and activities. Concentration will be placed on facts drill, regrouping skills, measurement, time, multiplication, and division.

**CEU 107-17 Math Enrichment Grades 5-6** The approach to math is very practical using creative topics, games and activities to make learning fun. Concentration will be placed on facts drill, word problems, multiplication, division, and fractions.

**CEU 107-18 Math Enrichment Grades 7-8** Students will receive math reinforcement with such basic skills as fractions, word problems, multiplication and division, and preparation for more advanced math functions.

**CEU 107-19 English Enrichment Grades 5-6** The proper use of grammar, sentence structure and punctuation is a very important skill. This course is designed to provide reinforcement of basic grammar skills.

**CEU 107-20 English Enrichment Grades 7-8** No matter the profession chosen today, the use of proper grammar, sentence structure and punctuation will be a valuable asset. That is why learning these skills are so important. This course is designed to provide reinforcement of basic grammar skills.

**CEU 107-21 Algebra Enrichment** Students preparing to take Algebra II will benefit from this course that reviews the skills needed learned in Algebra I in preparation for the advanced skills of Algebra II.

**CEU 107-22 Speed Reading Grades 5-9** This course will assist in improving concentration, organization, comprehension and reading speed. Vocabulary will be expanded and self confidence improved.

#### **CEU 314-50 TEEN ACTING WORKSHOP I**

Martin Campus June 15-26 Monday - Friday 10 sessions 1-5 p.m. Ages 12-15  
Director: Michael Carr Cost: \$150 plus \$20 registration fee Deadline for registration is June 8, 1998.

Youth interested in acting and drama will be provided an intensive two week workshop of exciting discovery in the art of theatre. Aimed specifically at young actors, this workshop will include improvisation techniques, monologue and scene study and instruction in the Stanislavski acting method. This workshop is a MUST for all young actors. The registration fee may be paid in installments of \$75 per week if necessary, however to participate, you must enroll in both weeks of the workshop. Please provide a separate check for the registration fee. For more information contact 391-2258.

#### **CEU 314-51 TEEN ACTING WORKSHOP II**

Martin Campus June 15-26 Monday - Friday 10 sessions 1-5 p.m. Ages 16-21  
Director: Michael Carr Cost: \$150 plus \$20 registration fee Deadline for registration is June 8, 1998.

An intensive two week workshop of exciting discovery in the art of theatre is available to all who attend. Aimed specifically at young actors, this workshop will include improvisation techniques, monologue and scene study and instruction in the Stanislavski acting method. This workshop is a must for all young actors. The tuition may be paid in weekly installments of \$75 per week if necessary, however to participate, you must enroll in both weeks of the workshop. Please provide a separate check for the registration fee. For more information contact 391-2258.

## **COLLEGE FOR LIVING**

College for Living is a multi-disciplinary approach to education for people with developmental disabilities. It provides a continuing education experience for people with developmental disabilities, a service learning experience for degree students and a colleg response to community needs.

#### **CEU 258-01 BASIC MATH AND READING**

Martin Campus E 251 7 weeks

Registration is required by May 26, 1998.

Instructor: Nancy Mitchell Tues/Thurs. June 2 - July 16 1:30 - 3 p.m. Cost: \$65

This course is designed to teach very basic math and reading for those who have never conquered basic skills. The classes are paced to accommodate the learner. Reading will be taught using a combination of phonics and sight recognition. The cost of textbooks is not included in the course cost. A maximum of twelve (12) students will be enrolled on a first come first serve basis.

#### **CEU 311-01 A CHORAL EXPERIENCE**

Martin Campus E 132P 7 sessions

Registration is required by June 5, 1998.

Instructor: Benny Russell Fri. June 12 - July 31 1-2 p.m.

Max. 20 students Cost: \$50

This course is designed for those who enjoy music and would like to participate in a choral experience. Repetition of best loved songs will prepare the group for scheduled performances.

## **ATTENTION SENIOR LEARNERS**

For your convenience, Shelton State Community College is offering two options of classes for the summer semester especially designed for senior adult learners. All of these classes are coordinated through the Division of Continuing Education.

**OPTION ONE: SENIOR SCHOLARSHIP PROGRAM:** Individuals 60 years of age or older may register for credit classes through the Senior Scholarship Program provided they have not taken the class before and there are at least fifteen traditional students enrolled in the class. Registration for these classes will take place in the Division of Continuing Education on the Martin Campus on May 27, 1998 from 9 a.m. - 4 p.m. The cost of these courses is \$6 per semester hour. For more information or for clarification, please call Continuing Education, (205) 391-2386.

#### **OPTION TWO: FROM THE WELLNESS CENTER**

A wide variety of non-credit classes is offered through Continuing Education. The cost of each course varies. Five exercise classes offer a discount to senior students fifty-five years of age and older. These classes include:

#### **CEU 108-01 SLIMNASTICS FOR SENIORS**

Martin Campus W 164-B Registration is required by May 25, 1998. Cost: \$20  
Max. 40 students Instructor: Patti Emplainscourt  
Mon./Wed. June 1 - Aug. 5 8:15 - 9:20 a.m.

This course is a low impact aerobics class that offers supervised weight lifting, floor exercises and aerobic workout designed for cardiovascular health and physical fitness.

#### **CEU 108-02 SLIMNASTICS II FOR SENIORS**

Martin Campus W 164-B Registration is required by May 21, 1998. Cost: \$20  
Max. 40 students Instructor: Patti Emplainscourt  
Tues/Thurs. May 28 - Aug. 4 9 - 9:50 a.m.

This course is a low impact aerobics class that offers supervised weight lifting, floor exercises and aerobic workout designed for cardiovascular health and physical fitness.

#### **CEU 220-01 WEIGHT TRAINING FOR SENIORS**

Martin Campus W 164-A Registration is required by May 25, 1998. Cost: \$20  
Max. 40 students Mon/Wed. June 1-Aug. 5 12-1 p.m.

This weight training program is designed especially for seniors to improve overall muscular and cardiovascular strength and endurance. Weight Training also helps prevent osteoporosis.

#### **CEU 214-50 PERSONAL FITNESS FOR SENIORS**

Martin Campus W 164-B Registration is required by May 25, 1998. Cost: \$20  
Max. 40 students Mon/Wed. June 1 - Aug. 5 3:15 - 4 p.m. This beginning course in fitness is a stretching and strengthening program designed to increase muscular strength, range of motion and mobility.

#### **CEU 238-01 SUPER CIRCUIT FOR SENIORS**

Martin Campus, W 164-C Registration is required by May 21, 1998. Cost: \$20  
Max. 25 students Instructor: Patti Emplainscourt  
Tues/Thur. May 28 - Aug. 4 8 - 8:50 a.m.

This is a body toning and aerobic conditioning class using nautilus equipment. It is designed for overall conditioning and muscle development and is a great weight maintenance and osteoporosis prevention program.



## **GET THE SKILLS TODAY THAT WILL PREPARE YOU FOR TOMORROW'S JOBS**

### **MACHINE TOOL TECHNOLOGY**

Machine Tool Technology prepares students for a high tech career in great demand by industry today. There are good jobs waiting for individuals with the required skills in this area. This summer Shelton will offer Introduction to Machine Tool Technology on Monday, Tuesday, Wednesday, and Thursday evenings from 6 - 9 p.m. This is the first course toward a Manufacturing Technician Certificate. For more information, call Ronnie Guy, 391-2444.

### **AUTOMOTIVE TECHNOLOGY**

Shelton's Automotive Technology program is now offered on the Fredd Campus and is taught in cooperation with the Tuscaloosa Automobile Dealers Association. Shelton's curriculum offers students the opportunity to receive on-the-job training with one of the local automobile dealers. This summer Shelton will offer Introduction to Automotive Technology on Monday, Tuesday, Wednesday, Thursday, and Friday mornings from 8 -9 a.m. To learn more about the program, call Jerry Handley, 391-2642.

### **GRAPHIC AND PRINTING COMMUNICATIONS**

Students in Graphic and Printing Communications have the opportunity to learn some of the most current methods now being used by the printing industry. Emphasis is placed on teaching students the basic skills. This summer Shelton offers a class that will help students learn to become bindery area workers by teaching them to gather, collate, pack, and wrap printed materials. The class will be offered Monday, Tuesday, Wednesday, and Thursday afternoons from 12 noon until 3:30 p.m. Please call John Freed, 391-2635, for more information.

### **OFFICE ADMINISTRATION**

Shelton's Office Administration Program offers students the chance to apply the knowledge and skills they learn in the classroom to today's fast-paced business world. The college offers several opportunities this summer. Classes will be offered in Beginning Typing/Keyboarding, Secretarial Accounting I, Word Processing I/Word Perfect I, and Desktop Publishing. If you would like additional information on the program, please call Lyda Black, 391-2438.

### **TRUCK DRIVING TECHNOLOGY**

Introduction to Truck Driving Technology will be offered this summer Monday through Friday from 9-10:30 a.m. Truck driving is a career that offers good money along with freedom and the chance to see the country. Call Shelton today and find out how you can get started in this exciting field. For more information, call 391-2442.

### **RESPIRATORY THERAPY**

By the year 2006, 37,000 new respiratory therapy jobs will have been created, a 46% increase over today's figures. Shelton's Respiratory Therapy program is located on the Fredd Campus and was recently accredited by the Commission on Accreditation of Allied Health Education Programs. For more information on Respiratory Therapy, call Bruce Spruell, 391-2641 or 391-2255.

### **SPECIAL SHELTON SHORT COURSE....SPECIAL SHELTON SHORT COURSE**

This summer Shelton will offer a special short course entitled Lube and Service of Heavy Equipment that will begin June 15 and continue through July 15. The course will be taught on-site in the Diesel Shop on Monday, Tuesday, and Wednesday evenings from 6-9 p.m. The course will prepare technicians for on-site service and lubrication of heavy equipment. Tuition for this short course is \$100, and the college requires 15 students to be enrolled in the course. Call John Speights, 391-2431, for more information on the class.